



Napa County Workforce Investment Board

Meeting Agenda

Thursday, April 8, 2010 ♦ 3:30 p.m. ♦ @ Napa Unified School District (Wappo Room)
2425 Jefferson Street St Napa, CA 94559

Item	Time	Discussion	Facilitator
A.	3:30	CALL TO ORDER	Bill Kreysler
B.	3:31	Public Comment	Bill Kreysler
C.	3:40	<p>Consent Calendar (Action)</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. Approval of WIB Minutes – January, 14 2010 (Attach. A) 2. Open Public Comment on 10 Year Annual Plan Update (Attach. B) 3. One-Stop Oversight Plan (Attach. C) 	Bill Kreysler
D	3:45	<p>Financial Report (Information) (Action) (Attach. D)</p> <p>This report reflects our budget status as of December 30, 2009.</p>	Carol Haynes
E	3:50	<p>Performance Report (Information) (Action) (Attach E)</p> <p>This report reflects our WIA system performance for calendar year 2009.</p>	Bruce Wilson
F	4:10	<p>2009-2010 WIA Youth Program Presentation (Information) (Possible Action)</p> <p>In June 2009, The WIB selected On-the-Move, Inc via a competitive process to conduct WIA Youth Program operations. The goal of the contract was to serve 40 youth in 12 months. At today's meeting, the NCWIB will hear the results of the program, including challenges, lessons learned, successes and outcomes of the 2009-2010 program.</p>	Bill Kreysler
G	4:30	<p>WIB Sector Analysis Initiative (Update).</p> <p>At the January 14th WIB meeting, the WIB initiative a sector initiative for six Napa industries. Sector initiatives are approaches that focus on the workforce needs of key industries in a labor market. They develop expertise in a particular industry, use workforce intermediaries such as the WIB to engage employers and other key stakeholders, and coordinate information and resources to develop and implement effective responses. Typically, a community's ability to be responsive to industry skill needs is hindered by the lack of coordination between the public education, economic and workforce development systems. As a consequence, the industry specific skills demanded by local businesses often are not incorporated into local training programs as well as education systems. Bruce will provide an update of the initiative to date.</p>	Bruce Wilson
H	4:45	<p>Potential for Napa & Lake County Consolidation at WIB Level (Information)</p> <p>The Napa County WIB and County representatives have been approached by Lake County Staff to consider the exploration of a possible Joint Powers relationship that would involve combining counties to create a single local workforce investment area. This item is information only and is intended to keep the WIB members fully abreast.</p>	Bill Kreysler
I	4:55	<p>Nominations for WIB Chair and Vice Chair (Action)</p> <p>The Executive Committee convened a nominations committee to identify and recommend a slate of officers beginning July 2010. Rhonda Slota will present the slate.</p>	Rhonda Slota
J	5:00	Chair/ Board Member Reports (Information)	Kreysler



Napa County Workforce Investment Board

Meeting Minutes

Thursday, January 14, 2010 ♦ 3:30 p.m. ♦ @ Napa Unified School District (Wappo Room)
2425 Jefferson Street St Napa, CA 94559

Attendance: Mark Bontrager, Stephanie Cabral, Mounir Fahmy, Jeri Hansen-Gill, Peter Harsch, Drene Johnson, Bill Kreysler, Mark Leonardi, Mary Ann Mancuso, Sue Nelson, Peter Schiller, Rhonda Slota, Brad Wagenknecht and Teresa Zimny

Guests: Tammie Holloway, Lisa Bato, Randy Martinson and Jim Casio.

Staff: Bruce Wilson, Laurie Harty, Carol Haynes, Jenny Stephenson and Julia Smith

A. **Call to Order:**

Bill Kreysler called the meeting to order at 3:35 p.m.

B. **Public Comment**

None

C. **Approval of Consent Calendar (Action)**

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. Approval of WIB Minutes – October 2009 (Attach. A)
2. Adult to Dislocated Worker Transfer (Attach. B)
3. Annual Plan Update – Amendment 9. (Attach. C)

MOTION: Mark Bontrager moved that the Consent Calendar be approved. Second by Peter Harsch.

VOTE: Passed unanimously.

D. **Financial Report (Information) (Action) (Attach D)**

The report reflects our budget status as of September 30, 2009. This item was moved to the end of the agenda. Carol reported that there are no areas of big concern.

E. **Performance Report (Information) (Action) (Attach E)**

Bruce discussed this report that reflects our WIA system performance as of September 2009. Mary Ann requested a comprehensive report reflecting all quarters. Teresa will get trend line data for the board.

MOTION: Peter Schiller moved to approve the performance report. Second by Mary Ann Mancuso

VOTE: Passed unanimously.

F. **WIB Selection and Prioritization of Industries for analysis. (Presentation) (Action) (Attach F)**

Bill let everyone know the expectations for the interactive exercise outlined in the agenda. Bruce provided a PowerPoint overview of sector initiatives and the WIB's role with them. Jim Casio discussed the data in the agenda packet. Discussion ensued about the data and criteria considerations. The Board broke into three groups; each group was tasked with narrowing the list to the top six industries for the study. The Board reconvened to present the results and agree on the final list.

MOTION: Mary Ann Mancuso made an initial motion for the following list of industries:

1. Transportation, Warehousing, Utilities 2. Manufacturing-Nondurable Goods 3. Construction 4. Health Care and Social Assistance 5. Professional and Business Services 6. Education Services-Private. Second by Brad Wagenknecht.

Further discussion resulted in a motion from Mark Bontrager to amend the previous and replace number 6. Education Services-Private with Manufacturing-Durable Goods. For a final list as follows:

1. Transportation, Warehousing, Utilities
2. Manufacturing-Nondurable Goods
3. Construction
4. Health Care and Social Assistance
5. Professional and Business Services
6. Manufacturing-Durable Goods.

Second by Mounir Fahmy.

VOTE: Passed unanimously.

G. **Potential for Napa & Lake County Consolidation at WIB Level (Information)**

The Napa County WIB and County representatives have been approached by Lake County Staff to consider the exploration of a possible Joint Powers relationship that would involve combining counties to create a single local workforce investment area. This item is information only and is intended to keep the WIB members fully abreast.

Tabled until the next meeting.

H. **Chair/ Board Member Reports (Information)**

Peter Schiller is retiring from EDD after many years of service and will no longer serve on this board. Everyone congratulated Peter and Bill presented him with a certificate and gift in thanks for his contributions to the board.

I. **Adjourn:** Meeting adjourned at 5:06

ATTACHMENT C

TO: NAPA COUNTY WORKFORCE INVESTMENT BOARD
FROM: BRUCE WILSON, DIRECTOR
SUBJECT: ONE-STOP OVERSIGHT PLAN
DATE: 4/6/2010
CC: CONSENT CALENDAR

BACKGROUND

In accordance with WIA legislation, the NCWIB is to conduct oversight and certification activities of the One-Stop delivery system. In part, the WIB does this through its quarterly review and approval of the financial budget and quarterly program statistics. In addition, the WIB has historically done a more in-depth program review of the One-Stop as well.

Today's action will approve the below outline and approach of the more in-depth program review of the One-Stop. As a part of this review process, the Chair will assign no less than three WIB members to participate in the review.

Section I – Organization Profile & Performance results

Overall Organizational Framework of the Workforce System

Current Core Service Delivery

- Numbers receiving core services
- Numbers employed as a result of core services
- Customer Feedback

Current Intensive Service Delivery

- Numbers receiving Intensive services
- Numbers employed as a result of intensive services
- Customer Feedback

Current Training

- Numbers receiving training services by industry
- Numbers employed as a result of intensive services
- Customer feedback

Section II – Quality Assessments

- Leadership
- Strategic Planning
- Customer Focus
- Information and Analysis
- Human Resources
- Process Management
- Quality and Results

Section III – Performance Enrollments by program and status/results

Section V – Compliance Analysis (All WIA mandated components will be assessed)

Section VI – Recommendations/ Action Plan

FINANCIAL IMPLICATION:

None

DIRECTOR'S RECOMMENDATION

Approve 2009-10 Program Review process as the basis for overseeing and certifying the One-Stop.

**TRAINING AND EMPLOYMENT CENTER
AND WIB BUDGET STATUS
As of December 2009**

ATTACHMENT D

Funding Source	Allocation (including Roll-Over)	Employment Worker Hours	Expended through 12/31/2009	Funds remaining	% Spent	Time Expired	Notes	Total expended not including A-87 & BU 500 costs	% Spent	Funds remaining
<u>WIA NAPA COUNTY</u>										
Adult (July 2009 - Sept 2009)	\$ 3,356	8.00	3,356	\$ -	100%		100% \$16,298 available to be shifted from Dislocated Worker	\$ 2,853	85%	\$ 503
Adult (October 2009 - June 2010)	122,565	33.75	13,322.56	\$ 109,242	11%		33%	\$ 12,816	0%	\$ 109,749
Dislocated Worker (July 2009 - Sept 2009)	87,291	377.50	121,888	(34,597)	140%		100% Will be shifting time for Sept Qtr ARRA Dislocated Worker	\$ 97,711	112%	\$ (10,420)
Dislocated Worker (October 2009 - June 2010)	229,412	368.75	150,551	78,861	66%		33%	\$ 126,194	0%	\$ 103,218
Rapid Response (July 2009 - Sept 2009)	10,720	28.00	10,720	0	100%		100%	\$ 8,553	80%	\$ 2,167
Rapid Response (Oct 2009 - June 2010)	192,310	73.00	\$ 28,163	164,147	15%		33%	\$ 25,981		
Youth	116,517	25.00	\$ 8,953	107,564	8%		50%	\$ 99,385	85%	\$ 17,132
Dislocated Worker Special Project	763,661		241,530	522,131				496,708		
New Start	12,353	\$	-	12,353	0%			\$ -	0%	\$ 12,353
WIA Admin	141,678	\$	28,655	113,023	20%					
WIA ARRA	731,698		141,868	589,830						
WIA Admin ARRA	81,958		1,160	80,798						
<u>SOLANO COUNTY NBEC</u>										
Disability Navigator	25,800	58.75	\$ 16,971	8,829	66%		Budget not yet established			WIA Admin
<u>OTHER FUNDING</u>										
MHSA	18,500	37.50	\$ 11,032	7,468			Budget not yet established			
County Dollar	18,500	\$	-	18,500	0%					
GRAND TOTAL	\$ 2,556,319	1,010.25	\$ 778,169	\$ 1,778,150	30%					
				\$ 1,778,150						

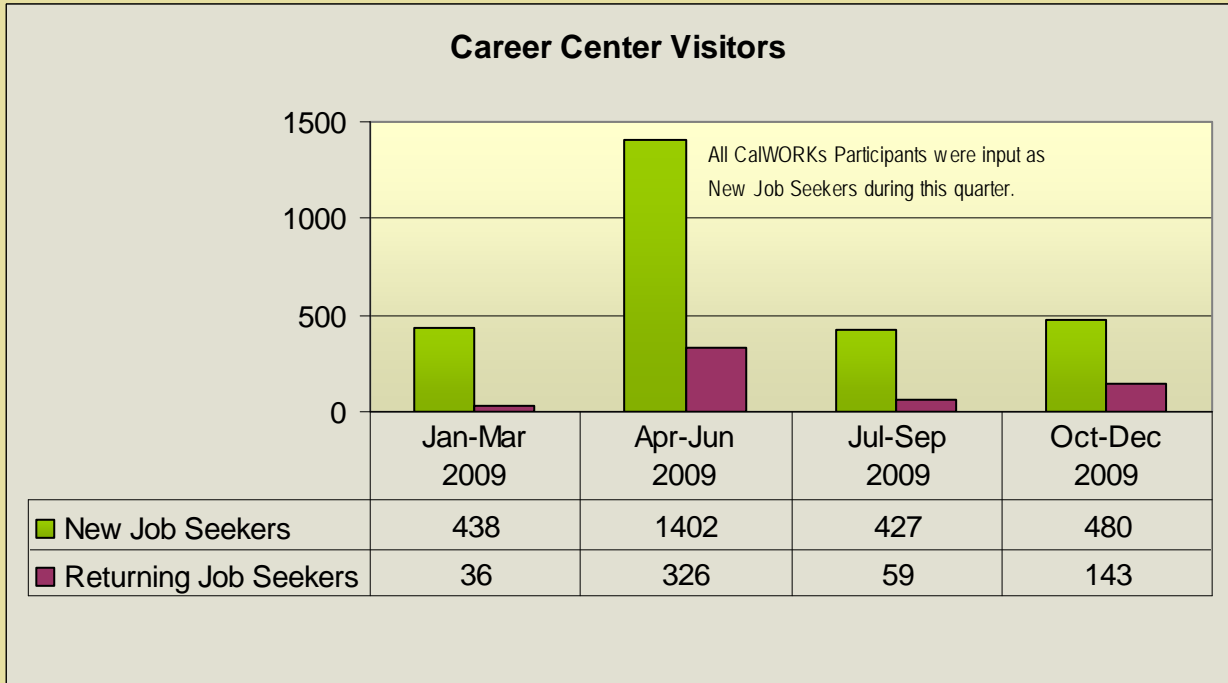
**TRAINING AND EMPLOYMENT CENTER
AND WIB BUDGET STATUS
As of December 31, 2009**

ATTACHMENT D

Funding Source	Allocation (including Roll-Over)	Employment Worker Fiscal Year-to-Date Hours (3-month average for CEC)	Expended through 12/31/09	Funds remaining	% Spent	Time Expired
<u>WIA Napa County</u>						
Adult--July - September 2009						
Core		1.25	383			
Core Reg		1.25	957			
Intensive		3.00	860			
Training		2.50	1,156			
Total Adult	\$ 3,356	8.00	3,356	\$ -	100%	
Adult--October 2009 - June 2010						
Core		14.00	5,401			
Core Reg		10.00	3,858			
Intensive		6.25	2,411			
Training		3.50	1,653			
Total Adult	\$ 122,565	33.75	13,323	\$ 109,242	11%	33.33%
Dislocated Worker--July - September 2009						
Core		54.75	17,324			
Core Reg		121.75	39,720			
Intensive		125.25	39,432			
Training		75.75	25,412			
Total Dislocated Worker	\$ 87,291	377.50	121,888	\$ (34,597)	140%	Will be shifting time for Sept Qtr to ARRA Dislocated Worker
Dislocated Worker--October 2009 - June 2010						
Core		137.50	53,048			
Core Reg		117.75	45,429			
Intensive		76.00	29,997			
Training		37.50	22,078			
Total Dislocated Worker	\$ 229,412	368.75	150,551	\$ 78,861	66%	33.33%
Rapid Response (July 2009 - Sept 2009)	\$ 10,720	28.00	10,720	\$ 0	100%	
Rapid Response (Oct 2009 - June 2010)	\$ 192,310	73.00	28,163	\$ 164,147	15%	33.33%
Youth						
Youth-In		14.00	4,710			
Youth-Out		11.00	4,242			
Total Youth	\$ 116,517	25.00	8,953	\$ 107,564	8%	Pending receipt of contract invoices
Dislocated Worker Special Project						
Core		292.50	72,982			
Core Reg		178.50	55,872			
Intensive		158.50	41,965			
Training		23.50	70,711			
Total Dislocated Worker Special Project	\$ 763,661	653.00	241,530	\$ 522,131	32%	50%

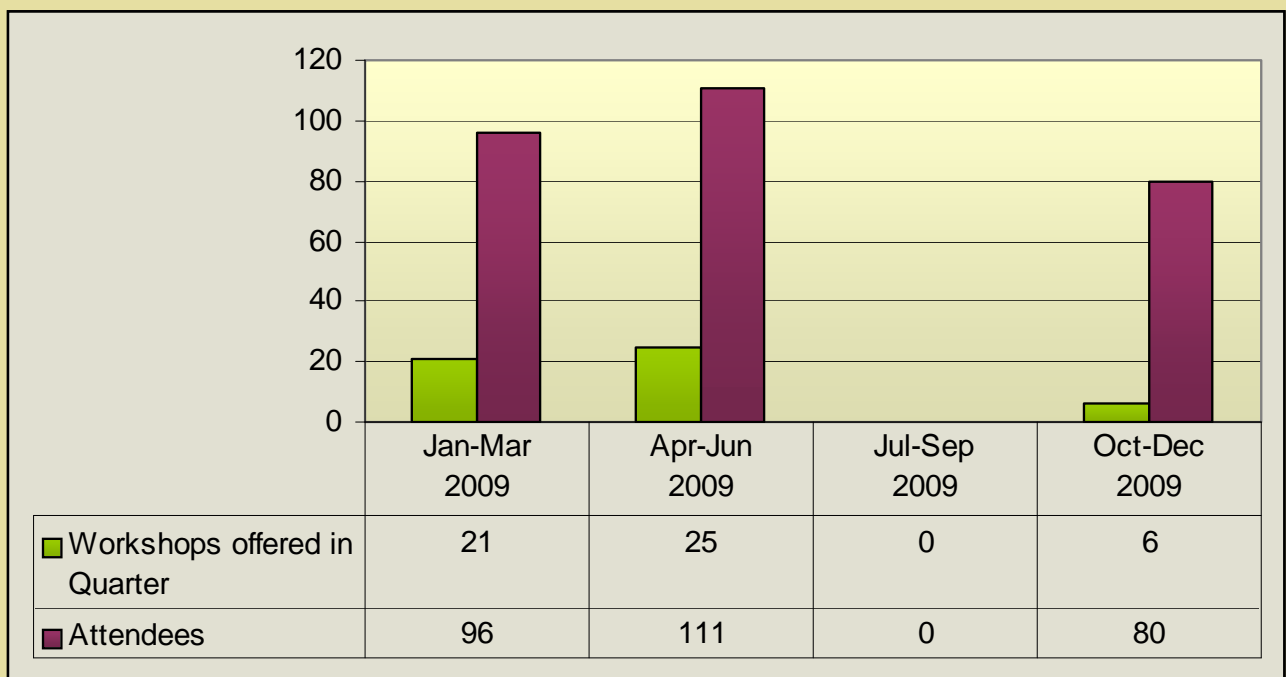
Funding Source	Allocation (including Roll-Over)	Employment Worker Fiscal Year-to-Date Hours (3-month average for CEC)	Expended through 12/31/09	Funds remaining	% Spent	Time Expired
New Start	\$ 12,353	-	-	\$ 12,353	0%	
WIA Admin						
Adult			839			
Dislocated Worker			14,330			
Dislocated Worker Special Project			10,267			
Rapid Response			2,113			
Youth			457			
WIB (BU 507)			649			
Total WIA Admin	\$ 141,678		28,655	\$ 113,023	20%	
ARRA						
Adult		8.25	2,219			
Youth		14.75	128,172			
Dislocated Worker		29.75	11,477			
Rapid Response		-	-			
Total ARRA	\$ 731,698		141,868	\$ 589,830		
WIA Admin ARRA						
Adult			119			
Dislocated Worker			617			
Rapid Response			-			
Youth			424			
WIB (BU 507)			-			
Total WIA Admin ARRA	\$ 81,958		1,160	\$ 80,798	1%	
<u>Solano County NBEC</u>						
Disability Navigator	\$ 25,800	58.75	16,971	\$ 8,829	66%	
<u>Other Funding</u>						
MHSA	\$ 18,500	37.50	11,032	\$ 7,468	60%	Budget not yet established
County Dollar	\$ 18,500		-	\$ 18,500	0%	
GRAND TOTAL	\$ 2,556,319	1,010.25	778,169	\$ 1,778,150	30%	
				\$ 1,778,150		

Career Center Data:

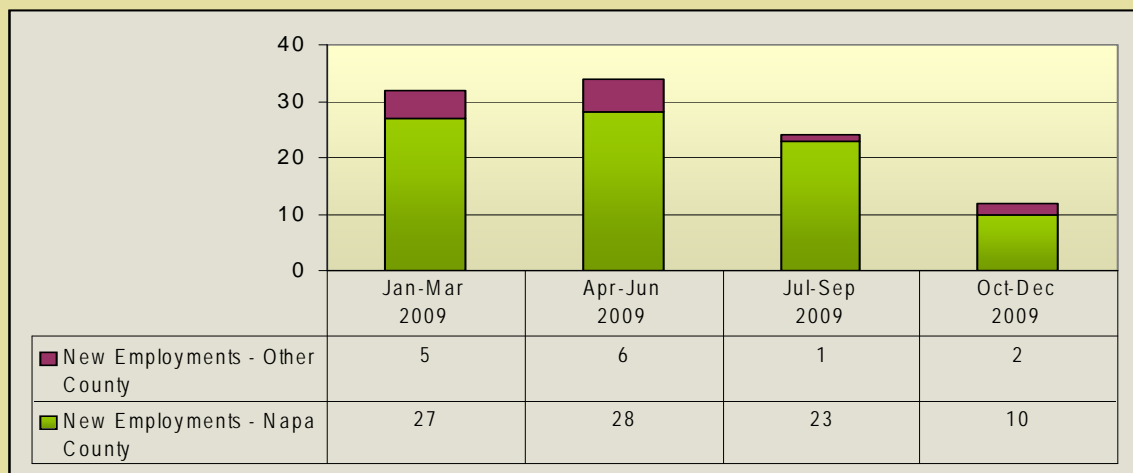
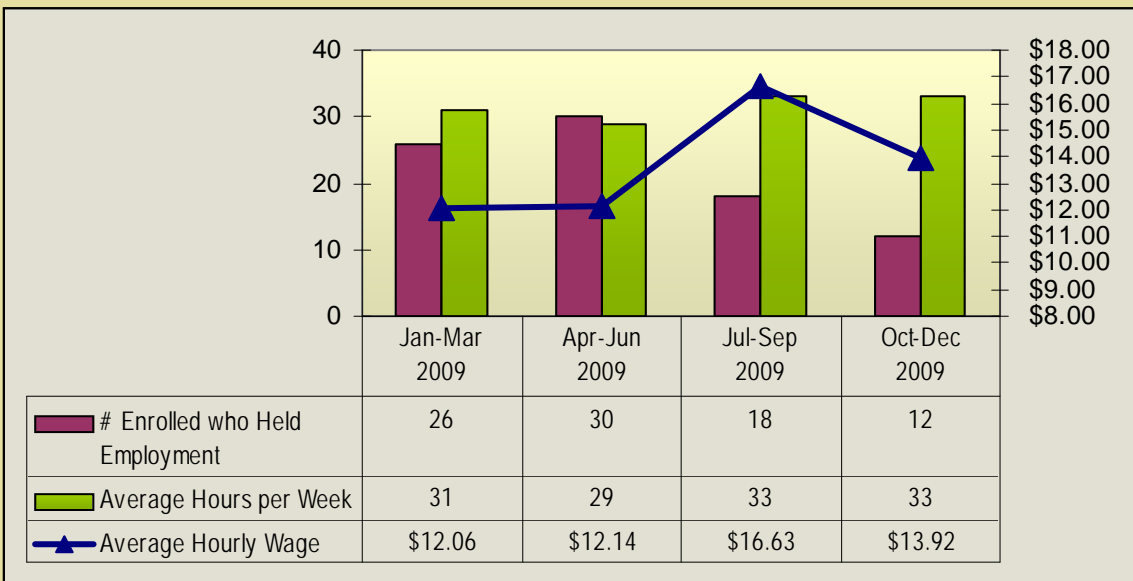
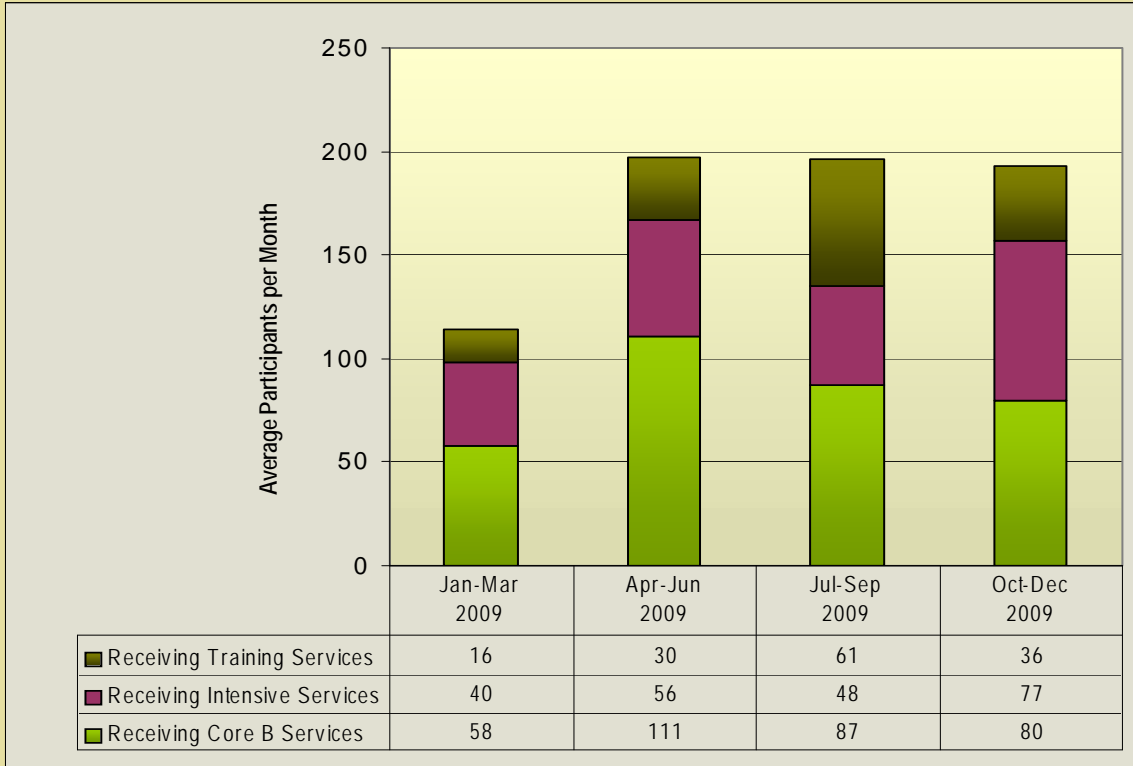


Career Center – Other Information		Jan-Mar 2009	Apr-Jun 2009	Jul-Sep 2009	Oct-Dec 2009	Total
	Veterans New to Career Center	9	8	2	4	23
	Individuals Filing for UIB	1	37	17	36	91

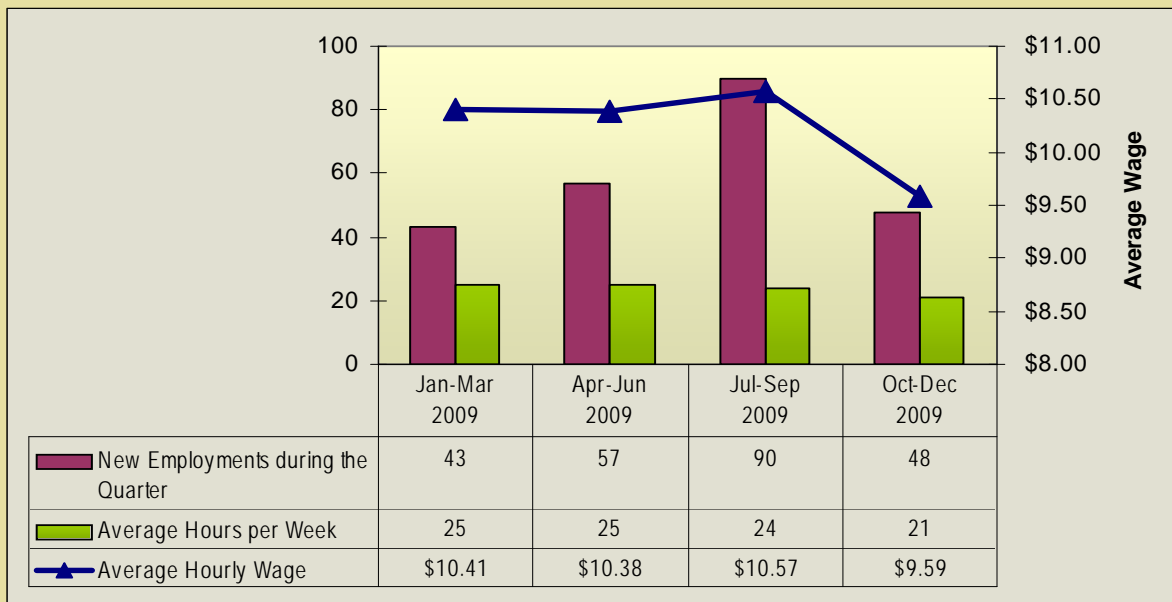
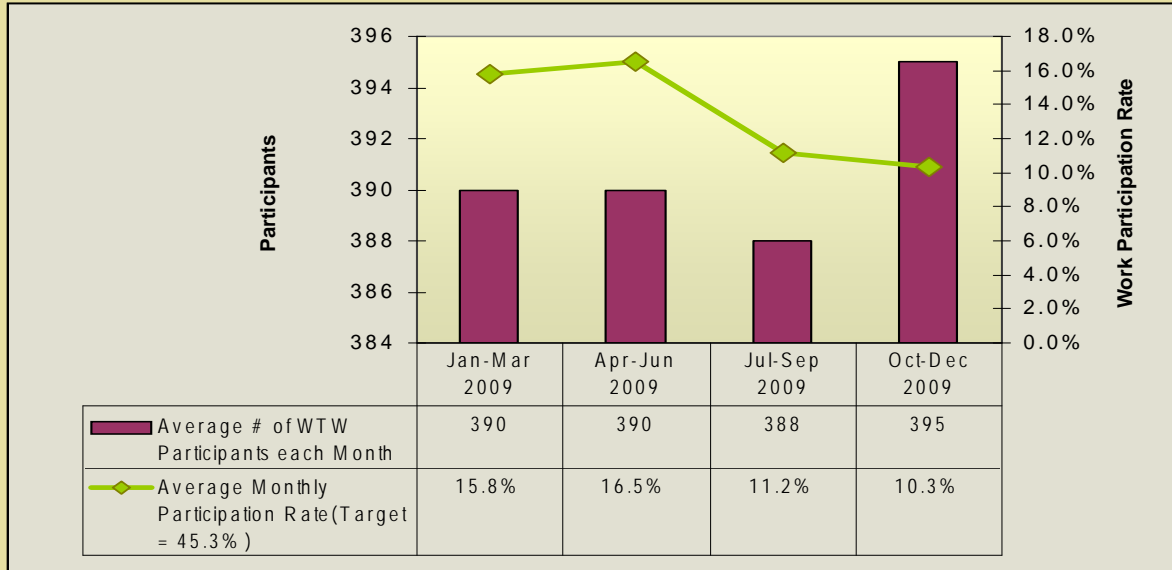
Workshop Data:



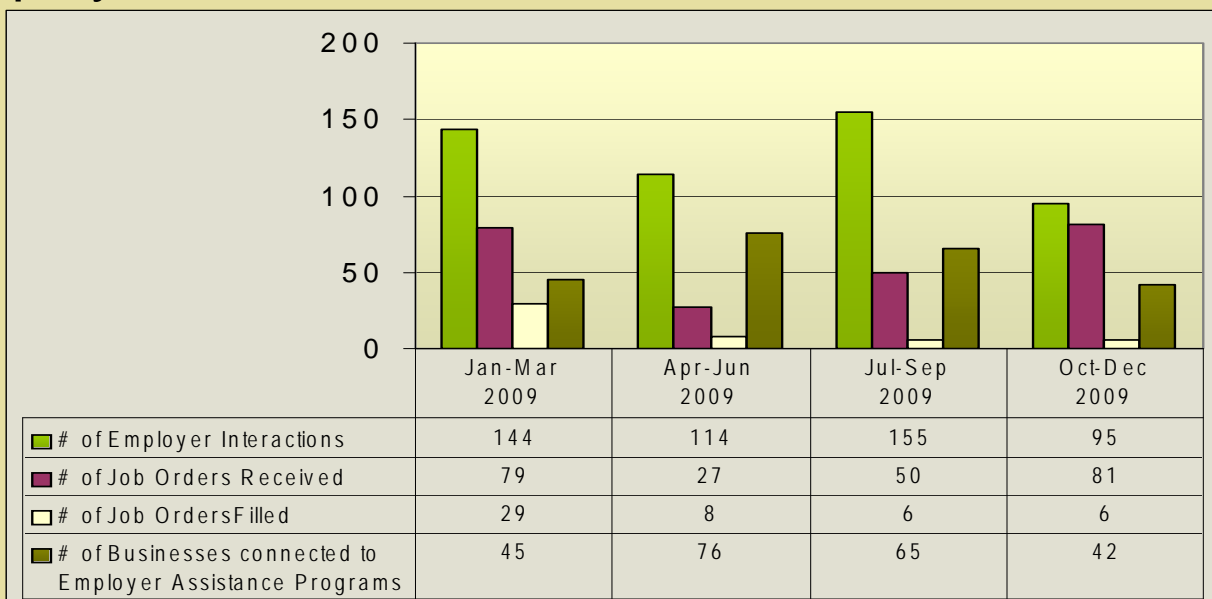
WIA Program:



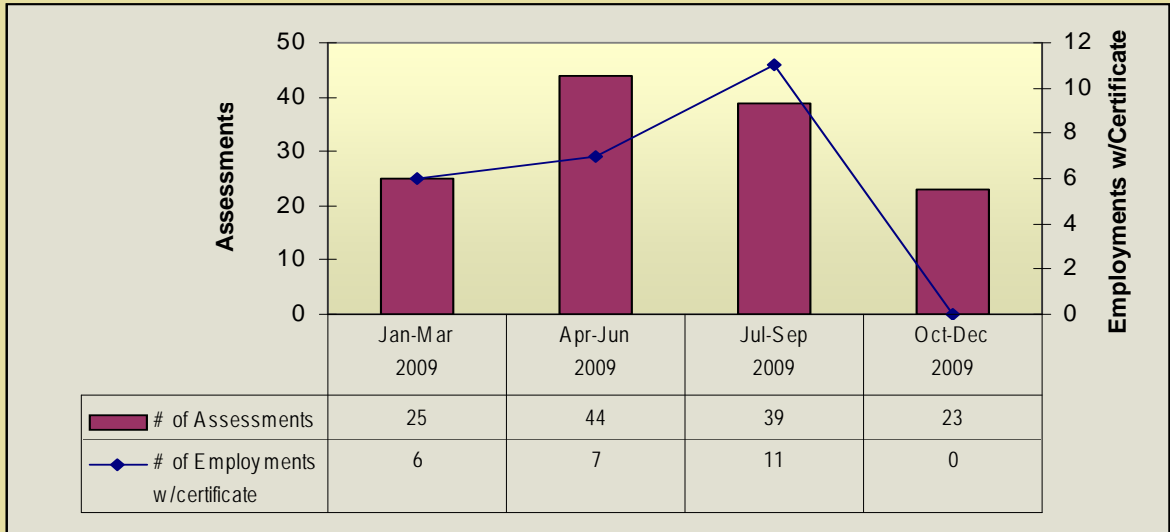
CalWORKs Program Data:



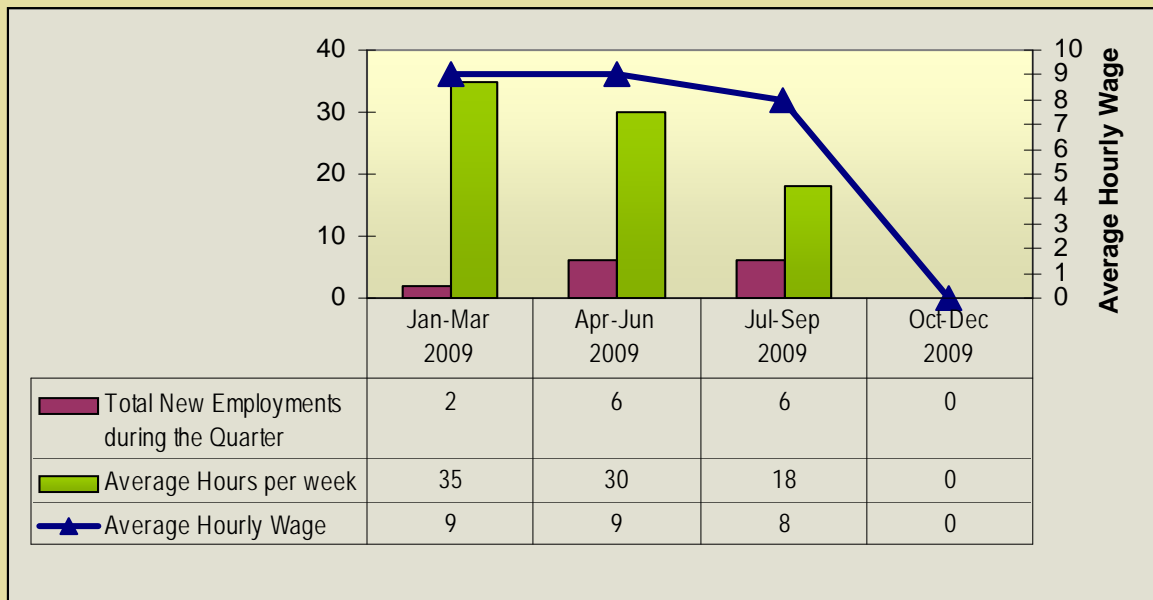
Employer Services Data:



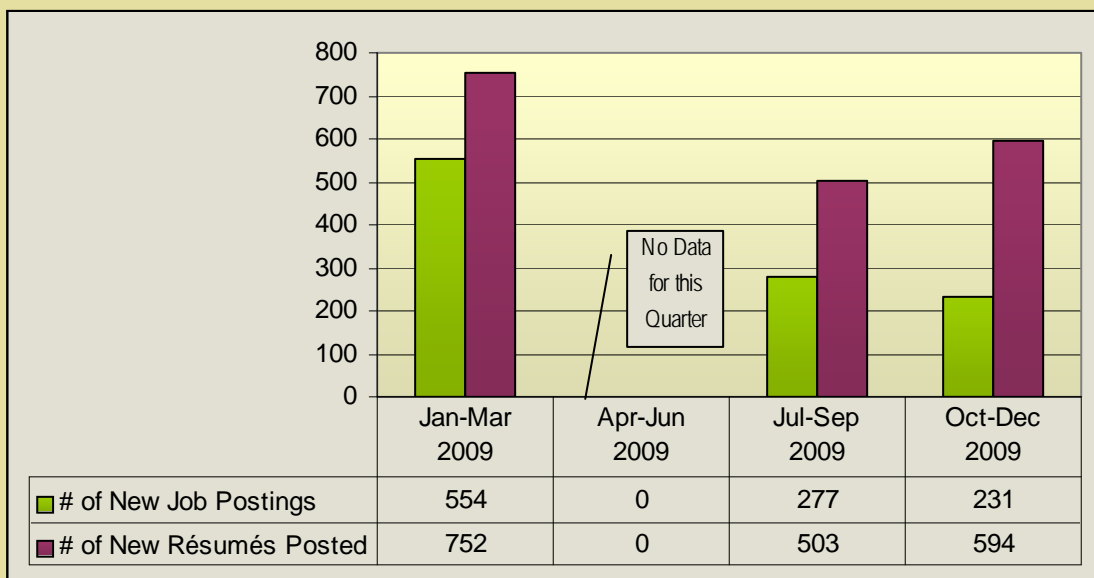
Career Readiness Certificates:



Experience Works Data:



CalJOBS Data:





WorkforceNapa Program Statistics

Activity period January 1 - December 31, 2009



On Site Recruitments:

