<table>
<thead>
<tr>
<th>CALL TO ORDER</th>
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<tbody>
<tr>
<td>I. 9:00</td>
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<tr>
<td>Introductions</td>
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<tr>
<td>Public Comment</td>
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<tr>
<th>CONSENT CALENDAR</th>
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<tr>
<td>These matters typically include routine financial or administrative action items requiring a vote. Any item will be discussed separately at the request of any person. Items are approved with one single motion.</td>
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<thead>
<tr>
<th>II.</th>
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<tbody>
<tr>
<td>A.</td>
<td>Governing Board Meeting Minutes 12-15-17 (Attachment A)</td>
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<tr>
<td>B.</td>
<td>Aldea Fiscal Services Amendment <em>(Board Letter II-B)</em></td>
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<td>C.</td>
<td>Unilateral Amendment to Marin HHSA Contract <em>(Board Letter II-C)</em></td>
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<td>D.</td>
<td>Mendocino Staffing Agreement <em>(Board Letter II-D)</em></td>
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<td>III.</td>
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<td>A.</td>
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<td>The American Job and Career Center (AJCC) performance dashboard is included on each agenda at the request of the Board. This report will be a carry-in item and will include enrollment and exit status of each of our County’s AJCCs. This month’s report will also include updates to CAPs.</td>
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<td>B.</td>
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<td>Staff is requesting board approval for an organizational credit card to facilitate the efficient purchase of goods and services and travel related expenses for Workforce Alliance business.</td>
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<th>INFORMATION/DISCUSSION ITEMS</th>
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<tr>
<td>IV.</td>
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<tr>
<td>A.</td>
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<tr>
<td>Board will receive update of strategic plan retreat in April and provide direction to staff.</td>
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<td>B.</td>
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<tr>
<td>Board will receive update of the Federal Government Shutdown on Workforce Alliance operations.</td>
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<th>MEMBER/DIRECTOR REPORTS</th>
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<th>ADJOURN</th>
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<td>VI.</td>
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<td>A.</td>
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CALL TO ORDER

I. President Damon Connolly called the meeting to order at 2:10.

Present: Supervisor Damon Connolly, Supervisor Brad Wagenknecht, Supervisor Jim Steele, Supervisor Moke Simon, Supervisor Dan Gjerde, Supervisor Georgette Croskey

Absent: Supervisor Judy Arnold, Supervisor Alfredo Pedroza

Public Comment: None

CONSENT CALENDAR

These matters typically include routine financial or administrative action items requiring a vote. Any item will be discussed separately at the request of any person. Items are approved with one single motion

II. President Connolly opened the Consent Calendar for discussion.

A. Approval for Napa County Health and Human Service and Marin County Health and Human Service contracts for delivery of Workforce Innovation and Opportunity Act (WIOA) services
B. Approval for Petaluma Peoples Services Center contract for delivery of WIOA youth services for Marin County
C. Approval for Solano County Agreement
D. Approval for Unilateral Agreement for Lake and Mendocino Counties
E. Approval for Memorandum of Understanding Phase II
F. Approval for Workforce Alliance staff and board member travel policy
G. Approval for June 29, 2017 Meeting Minutes

Motion made to approve all items in Consent Calendar. M/S: Brad Wagenknecht/Jim Steele

Vote: Motion carried 6-0

AYES: Supervisor Damon Connolly, Supervisor Brad Wagenknecht, Supervisor Jim Steele, Supervisor Moke Simon, Supervisor Dan Gjerde, Supervisor Georgette Croskey

Nays: 0

Absent: Supervisor Judy Arnold, Supervisor Alfredo Pedroza

REGULAR CALENDAR
III. President Connolly opened Regular Calendar for discussion.

A. Approval to enter into an agreement with Clifton Allen Larson to conduct a single audit of the Workforce Alliance financial records

Motion made to approve agreement between the Workforce Alliance and Clifton Larson Allen for a single audit. M/S: Brad Wagenknecht/Jim Steele
Vote: Motion carried 6-0
AYES: Supervisor Damon Connolly, Supervisor Brad Wagenknecht, Supervisor Jim Steele, Supervisor Moke Simon, Supervisor Dan Gjerde, Supervisor Georgette Croskey
Nays: 0
Absent: Supervisor Judy Arnold, Supervisor Alfredo Pedroza

B. Approval to accept monetary contributions from Wells Fargo and Pg&E

Workforce Alliance Executive Director, Bruce Wilson and Workforce Alliance Chief Strategist, Racy Ming announced the Workforce Alliance received a $30,000 donation from Wells Fargo and a $20,000 donation from Pg&E. The Wells Fargo donation will go towards funding projects with innovative ideas and methods in employment services. A Request for Proposal (RFP) was established with a first-round deadline of January 5, 2018. The Workforce Alliance has not received guidelines from Pg&E for the $20,000 donation.

After discussion, the board requested a Regional Workforce Development Board member and the Wells Fargo representative participate on the RFP panel.

Motion made to accept the monetary contributions from Wells Fargo and Pg&E. M/S: Jim Steele/Brad Wagenknecht
Vote: Motion carried 6-0
AYES: Supervisor Damon Connolly, Supervisor Brad Wagenknecht, Supervisor Jim Steele, Supervisor Moke Simon, Supervisor Dan Gjerde, Supervisor Georgette Croskey
Nays: 0
Absent: Supervisor Judy Arnold, Supervisor Alfredo Pedroza

C. Approval for Governing Board 2018 Meeting Schedule

Motion made to approve 2018 Governing Board meeting schedule. M/S: Brad Wagenknecht/Jim Steele
Vote: Motion carried 6-0
AYES: Supervisor Damon Connolly, Supervisor Brad Wagenknecht, Supervisor Jim Steele, Supervisor Moke Simon, Supervisor Dan Gjerde, Supervisor Georgette Croskey
Nays: 0
Absent: Supervisor Judy Arnold, Supervisor Alfredo Pedroza

IV. INFORMATION/DISCUSSION ITEMS

A. Staffing Update

Executive Director Wilson announced the Workforce Alliance and the Marin County’s Department of Finance (DoF) are amending their current contract. The DoF will maintain its role as “Fiscal Agent” for the Workforce Alliance. In this capacity, DoF will have responsibility for overall oversight of fiscal operations and will authorize payments from the JPA. Marin Health and Human Services Agency will no longer provide day to day accounting and fiscal services. Instead, the contract with Aldea, that was approved by the Governing Board in June 2017 would be reinitiated, and Aldea would begin providing day to day fiscal accounting functions to support the Executive Director. Additionally, Mr. Wilson reported that the Workforce Alliance is moving towards finalizing the Mendocino County employee loan agreement for Fiscal Year 2017-18.

B. County and Subrecipient Program Reports

Workforce Alliance Operations Manager, Laura Davis, presented program reports for the four counties. Supervisor Connolly asked about Marin County’s low enrollment numbers. Marin County Program Manager, Sherry Parr
explained that Marin County Health and Human Services has been focused on integrating programs and staff training in the first half of the year. Additionally, Ms. Parr stated that the One-Stop has seen 1,065 visits in the One Stop Center in the first six months and that Marin County will be requesting that the Regional Workforce Development Board approve an $80,000 transfer from Dislocated Worker funding to Adult funding at their next meeting to support expected enrollment in the remaining six months. Supervisor Connolly thanked Ms. Parr for her presentation and asked staff to monitor progress toward enrollment and exits in the remaining six months. Subsequently, Napa County’s enrollment numbers were reviewed. Supervisor Wagenknecht asked about Napa’s low enrollment goal. Mr. Wilson explained that both Napa and Marin had low “planned” enrollment numbers because both programs carried in many individuals from the previous year, leaving little resources to serve new clients. Mr. Wilson said that generally, you want to carry-in 20% of clients with 20% of funds from year to year, leaving room to serve many clients in the new year. He said that it will be important for Napa to successfully serve and exit enrolled clients into jobs during the year to assure capacity to serve new clients.

C. Marketing & Branding Update

Executive Director Wilson and the Workforce Alliance’s contracted marketing company, Full Capacity Marketing, presented the new marketing tools and resources, which included the websites for the Workforce Alliance and each county, a Facebook account, and Twitter account.

D. Retreat Follow-up

Executive Director Wilson announced the retreat may be convened in March or April.

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<td>V. A. Members: No member reports</td>
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<tr>
<td>B. Director</td>
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Executive Director Wilson announced that he had been partnering with the State of California and California Human Development to request funding to support public service employment in the fire affected counties. He was optimistic that the funding would be realized. In addition, he said that he applied for a State additional assistance grant to support expanded capacity to serve fire impacted businesses and job seekers. He was equally optimistic that this funding would be realized.

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<td>VI. A. Next Meeting Agenda Items</td>
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President Connolly confirmed the next Governing Board meeting will occur on February 8, 2018 and adjourned the meeting at 3:26.
Staff solicits Workforce Alliance Governing Board approval for a no-cost amendment to the Aldea Fiscal Services Agreement.

Paragraph 10 - Powers/ Responsibilities of the Agency exercised by the Governing Board of the JPA, states that the “Agency shall have the power to exercise any power common to all Member Counties authorized by Chapter 5 of Division 7 of Title 1 of the Government Code of the State of California (commencing with section 6500) and is hereby authorized to do all acts necessary for the exercise of these common powers, including...:

(3) Employ agents, employees, consultants, advisors, independent contractors and other staff;
(4) Make and enter into contracts, including contracts with public and private organizations and individuals;

The JPA Agreement also specifies under Paragraph 16 - Staffing of the Agency that

(1) The Governing Board of the Agency shall appoint an Executive Director who shall be responsible for the administration of the Agency. The Executive Director shall have the ability to hire/or contract other necessary staff in consultation with the WDB and with the approval of the Agency’s governing Board.

In March 2017, Marin County HHS representatives informed the Workforce Alliance that they would no longer provide fiscal/accounting services on behalf of the Workforce Alliance JPA. Consequently, Workforce Alliance staff released a Request for Proposals document in May 2017 for fiscal/accounting services. Aldea submitted a proposal to provide such services and the Governing Board approved their contract on June 29th, 2017. However, further communication revealed that Marin HHSA would like to rescind their request to term the contract and preferred to continue providing services. In turn, Workforce Alliance staff paused fiscal service activities with Aldea until details could be worked out. After considerable communication with Marin HHSA and Marin Department of Finance (DOF) officials, it has been mutually agreed that Marin DOF would continue in their role as the Fiscal Agent for the JPA, and Aldea would take over day to day fiscal and accounting support roles for the Alliance. Today’s no-cost amendment reflects changes to the scope of work that more accurately capture the fiscal support and accounting nature of Aldea’s work. Specifically, Aldea will not have a cash management function and will focus their services on accounting and budgeting support. Aldea will formally take over fiscal & accounting functions from Marin HHSA upon approval from the Governing Board on February 8, 2018.

STAFF RECOMMENDATION:
Authorize staff to execute amendment #1 to the Aldea fiscal services agreement.
Staff solicits Workforce Alliance Governing Board ratification and authorization for a unilateral amendment with Marin County to increase their total contract budget by $160,000 for Workforce Innovation and Opportunity Act (WIOA) business support/rapid response services.

Paragraph 10 - Powers/ Responsibilities of the Agency exercised by the Governing Board of the JPA, states that the “Agency shall have the power to exercise any power common to all Member Counties authorized by Chapter 5 of Division 7 of Title 1 of the Government Code of the State of California (commencing with section 6500) and is hereby authorized to do all acts necessary for the exercise of these common powers, including...:

(3) Make and enter into contracts, including contracts with public and private organizations and individuals;

On December 15, 2017, the Governing Board executed an agreement with Marin County in the amount of $550,393 to provide one stop, business and career services in Marin County. This amount was based on formula grants provided by the State of California. In lieu of an employee loan agreement, today’s amendment adds funding to the Marin County agreement to cover staffing and travel costs associated with the Workforce Alliance of the North Bay support. This amount covers the cost of a Program Coordinator in Marin County for the period July 1, 2017 through June 30, 2018.

Paragraph 11 – Appropriations of the agreement with Marin states “Should the funding source for this Agreement be increased, eliminated or reduced, upon written notice to Contractor, the Agency may unilaterally increase or reduce the maximum cost to Agency...”

STAFF RECOMMENDATION

Ratify and authorize the Executive Director to execute a unilateral amendment with Marin County to increase the contract budget for an additional $160,000 for a new total of $710,393 to provide WIOA business support and rapid response services, as staff to the Workforce Alliance.
TO: GOVERNING BOARD
FROM: EXECUTIVE DIRECTOR
SUBJECT: BOARD LETTER II-D - AGREEMENT WITH MENDOCINO
DATE: FEBRUARY 8, 2018
CC: FILE

Staff solicits Workforce Alliance Governing Board approval for the following professional services agreement:

- Mendocino County - (Not to exceed $200,000)

Paragraph 10 - Powers/ Responsibilities of the Agency exercised by the Governing Board of the JPA, states that the “Agency shall have the power to exercise any power common to all Member Counties authorized by Chapter 5 of Division 7 of Title 1 of the Government Code of the State of California (commencing with section 6500) and is hereby authorized to do all acts necessary for the exercise of these common powers, including...:

(3) Employ agents, employees, consultants, advisors, independent contractors and other staff;
(4) Make and enter into contracts, including contracts with public and private organizations and individuals;

Mendocino County workforce development area was formally merged with the Workforce Alliance of the North Bay in July 2017. The Workforce Alliance administrative staff (Executive Directors office) relied heavily on existing staff from Mendocino County to conduct all aspects of Workforce Alliance business starting July 1 including board, partner and community relations, policy development, business engagement, industry sector support, Equal Employment Opportunity monitoring and single point of contact, and more. Today’s action will put the agreement in place to reimburse Mendocino County for Fiscal Year 2017-18.

STAFF RECOMMENDATION:

Authorize the Board President to execute the agreement with Mendocino County for, and not to exceed the amount of, $200,000 for FY 2017-18.
In accordance with the Workforce Innovation and Opportunity Act (WIOA), the Workforce Alliance Governing Board has a critical role in the creation and oversight of the workforce development system in Lake, Marin, Mendocino and Napa counties. Specifically, the Governing Board is tasked with the following responsibilities:

- Serve as the local WIOA grant recipient and bear the liability for funds flowing to the regional workforce development area.
- Determine the local administrative entity that will be the local grant recipient and fiscal agent for the disbursement of the funds.
- Determine the size and appoint members to the regional board based upon the criteria established by WIOA.
- In coordination with the regional board, produce and submit a comprehensive regional plan that meets all the requirements of WIOA in 2017.
- Work with the regional board and the Governor to negotiate local performance accountability measures as part of the local plan in 2017.
- In coordination with the regional board, develop workforce investment activities and approve providers of WIOA services.
- **Approve and monitor as required the WIOA budget/expenditures, activities and performance outcomes of American Job and Career Center Systems (AJCC).**

The walk-in performance reports for each of the four counties within the Workforce Alliance assist the board in fulfilling its obligation to monitor the performance of its job and career system (bolded above). The reports illustrate planned versus carry-in, enrollment and exit numbers for adult, dislocated workers and youth. This is a top-level report designed only to show the numbers of people served through the workforce system by each county. It does not display the quality of the service delivered.

**STAFF RECOMMENDATION**

Receive status report on Workforce Alliance AJCC/One-Stop Centers through January 2017. Provide direction to staff as appropriate.
Staff requests the Workforce Alliance Governing Board authorize the Executive Director to obtain and maintain an organizational credit card for the purpose of purchasing items and services that meet the Workforce Alliance’s minimum procurement procedures, and that do not exceed the delegated authority of the executive director as delineated in prior resolutions of the Governing Board.

Credit cards are a customary way for workforce boards to do business, and the marginal fees and interest expenses are allowable costs. That said, the Workforce Alliance will assure that amounts due are paid off when due, and that no additional interest costs are assessed after the due date.

The use of credit cards reduces administrative costs by consolidating the payment process and decreases unreasonable delays in acquiring items and/or services to conduct business. The credit cards will also allow the Workforce Alliance to reserve and pay for conferences and lodging for board members and staff.

Generally, the use of a credit cards will be for such goods and services as described below:

- Local vendor business and supply items,
- Local vendor repairs of office equipment,
- While on travel status, automated parking garages and meters,
- Registering and paying for airfare, motels, and conference fees on line.

The credit card will not be used for personal vehicle gas, or other personal costs which will continue to require reimbursement to the employee through the submission of a travel expense claim.

All items purchased with the credit card(s) will be backed up with receipts, invoices, and other standard forms of documentation. The Workforce Alliance will batch those documents with the credit card statement, and the funds will be associated with the proper accounting objects when the credit card bill is processed and paid.

**STAFF RECOMMENDATION**

Approve the acquisition of an organizational credit card as stipulated above and authorize Executive Director to sign appropriate documentation and application.