



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**Executive Committee Meeting Announcement**

**Date: Tuesday, June 30, 2020**

**Time: 9:30 a.m. - Open Session**

**Location: Via Zoom**

Given the Governor's Executive Order N-29-20, the Workforce Development Board of Solano County (WDB) is implementing the following changes for attendance and public comment. Board members will attend the Board meeting by teleconference or other electronic means.

To comply with public health guidance during COVID-19 pandemic, the WDB has taken steps to utilize technology to encourage full public participation during upcoming meetings. The above scheduled meeting will be accessible through the following option:

Join Zoom Meeting

<https://us02web.zoom.us/j/87129205729>

Meeting ID: 871 2920 5729

You can join the Zoom meeting from a computer, mobile device, or tablet. The Zoom meeting information will be provided in every board meeting agenda, as long as needed during the COVID-19 pandemic. Please be advised that you will not be provided with the option to submit public comment if participating through the zoom conference. Options for submitting public comment are provided below:

Public Comment(s) by E-mail

Workforce Development Board (WDB) members, staff, or members of the public who wish to make a public comment for a non-agenda or agenda item by email, you must submit your public comments by e-mail to: [tgallentine@solanowdb.org](mailto:tgallentine@solanowdb.org) by 4:00 p.m. on June 29, 2020, the day prior to the meeting.

All such written comments that are related to employment and training in Solano County will be read aloud at the Committee Meeting.

The Workforce Development Board of Solano County thanks you for your cooperation in advance. Our community's health and safety are our highest priority.



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY  
**EXECUTIVE COMMITTEE MEETING**  
**Friday, June 30, 2020**  
**9:30 a.m. – 11:00 a.m.**

**Join Zoom Meeting**  
<https://us02web.zoom.us/j/87129205729>  
Meeting ID: 871 2920 5729

**MEETING AGENDA**

- I. Welcoming/Convening**
- II. Agenda Additions and/or Deletions**
- III. Public Comment** – *Written comments submitted by the public will be read at this time.*

*Please note: Workforce Development Board (WDB) members, staff, or members of the public who wish to make a public comment for a non-agenda or agenda item by email, you must submit your public comments by e-mail to: [tgallentine@solanowdb.org](mailto:tgallentine@solanowdb.org) by 4:00 p.m. on June 29, 2020, the day prior to the meeting.*

*All such written comments that are related to employment and training in Solano County will be read aloud at the Board Meeting.*

- IV. Action Items**
  - A. Approval of the May 15, 2020 Meeting Minutes
- V. Informational Items**
  - A. Informational Updates as it Relates to COVID-19
- VI. Closed Session**
  - A. Pursuant to §54957.6(a) Discussion Regarding Employee Matters
  - B. Pursuant to §54957.6(a) Discussion Regarding Proposed Employee Retirement Plan – 2019 Employer Contribution and Recommendation to the Board of Directors
  - C. Pursuant to §54957(b)(1) Discussion Regarding Annual Evaluation of the WDB’s President/Executive Director
- VII. Reconvene Open Session**
  - A. Pursuant to §54957.6(a) Report on any Action Resulting from Closed Session
  - B. Pursuant to §54957.6(a) Report on any Action Resulting from Closed Session
  - C. Pursuant to §54957(b)(1) Report on any Action Resulting from Closed Session
- VIII. Adjournment**



**WORKFORCE DEVELOPMENT BOARD**

OF SOLANO COUNTY

**MINUTES  
EXECUTIVE COMMITTEE MEETING  
Friday, May 15, 2020**

**I. Welcoming/Convening**

Mr. Halabi called the meeting to order at 10:01 a.m. Quorum was established.

**Members Present:** Paul Castro, Mario Giuliani, Fadi Halabi, Tami Lukens

**Members Absent:** Scott Reynolds

**Staff Present:** Heather Henry, Lauren Bender, Tammy Gallentine, Chainey Brown

**II. Additions and/or Deletions from the Agenda**

There were no additions and/or deletions from the agenda. Mr. Halabi requested to adjourn into closed session after public comment. Items VI. A and Item VII. A will be recorded out of order and noted on meeting minutes presented for the May 15, 2020 meeting.

**III. Public Comment**

There were no public comments.

**VI. Closed Session**

At 10:02 a.m., Mr. Halabi closed the public meeting and adjourned into a closed session to discuss the following item:

A. Pursuant to §54957.6(a) Discussion Regarding Proposed Employee Retirement Plan – 2019 Employer Contribution and Recommendation to the Board of Directors

**VII. Reconvene Open Session**

At 10:16 a.m., the public meeting was reconvened.

A. Pursuant to §54957.6(a) Report on any Action Resulting from Closed Session

There were not items to report out.

Mr. Halabi excused himself from the meeting to attend a prior commitment. Mr. Giuliani continued to lead the meeting.

**IV. Action Items**

**A. Review and Approval of the February 21 and April 3, 2020 Meeting Minutes**

**MOTION #1**

**A motion was made and seconded to approve the February 21 and April 3, 2020 Meeting Minutes.**

**(Giuliani/Lukens) YES: 2 NO: 0 ABSTAIN: 1 (Castro)**

**B. Review and Approval of the Second Amendment to the Supportive Services Policy**

Ms. Henry gave a detailed overview of agenda item **V.B Review and Approval of the Second Amendment to the Supportive Services Policy**, which was included as part of the agenda package and incorporated herein. Ms. Henry noted the policy changes reflects supportive services for rent and utilities up to two months due to the continued hardships during COVID-19 and being there is not a lot of flexibility on rent moratorium. In additional, Department of Labor recently released guidance stating that food in not an allowable supportive service cost.

**MOTION #2**

**A motion was made to approve the second amendment to the Supportive Services Policy. (Lukens/Giuliani) MOTION PASSED UNANIMOUSLY**

**C. Approval to Extend the Term of the Current Slate of Officers to July 31, 2020 Due to Delays Related to COVID-19**

Ms. Henry gave brief overview of agenda item **V.C Approval to Extend the Term of the Current Slate of Officers to July 31, 2020 Due to Delays Related to COVID-19**, which was included as part of the agenda package and incorporated herein.

**MOTION #3**

**A motion was made to approve to extend the term of the current Slate of Officers to July 31, 2020 due to delays related to COVID-19. (Lukens/Castro) MOTION PASSED UNANIMOUSLY**

**D. Approval to Postpone the Annual Evaluation of President/Executive Director, Heather Henry, to July 2020 Board Meeting Due to Delays Related to COVID-19**

Ms. Henry gave a detailed overview of agenda item **V.D Approval to Postpone the Annual Evaluation of President/Executive Director, Heather Henry, to July 2020 Board Meeting Due to Delays Related to COVID-19**, which was included as part of the agenda package and incorporated herein. After discussing the evaluation process the committee agreed the additional time should be extended to September considering everyone's focus on COVID-19. If the process can be completed sooner, this will be acceptable.

**MOTION #4**

**A motion was made to approve (as amended) the postponement of the annual evaluation of President/ Executive Director, Heather Henry, to September 2020 Board Meeting due to delays related to COVID-19. (Paul/Giuliani) MOTION PASSED UNANIMOUSLY**

**V. Discussion Items**

**A. Update on Board Members with Expiring Terms of June 30, 2020, Respective Reappointment/Resignation Statuses, and Potential Vacancies**

Ms. Gallentine announced that the agenda for the May 22, 2020 Board Meeting will include an action item to approve Board members seeking reappointments. Staff did reach out to those Board members with expiring terms. Mr. Paul Castro, Mr. Mark

DeWeerd, Mr. Mario Giuliani, Ms. Rosa Phillips, and Ms. Kathleen Skirpstunas will seek reappointment for a new term of July 1, 2020 through June 30, 2024. Ms. Holly Brown and Mr. Shawn Gavne will resign at the end of their term on June 30, 2020. Staff will be working to identify potential candidates to fill these vacancies.

B. Update on Status of Budget for Fiscal Year 2020-2021

Ms. Henry announced there is generally a 5-6% decrease in WIOA funding year to year however this coming fiscal year, funding will increase by approximately \$150,000. This will change the projections for next year. Ms. Lukens shared that the County is currently going through a lengthy supplemental process and will complete a preliminary recommended budget in June. The adopted budget will reflect the effects of COVID-19. This may have an impact on WDB's budget but will be dependent on the finalization of the County budget. The goal is to have the Budget Committee review a preliminary budget in June.

**VII. Adjournment**

With no further discussion the meeting was adjourned at 10:42 a.m.

Note: The next Executive Committee meeting has not been scheduled.

Respectfully submitted by:

  
\_\_\_\_\_  
Tammy Gallentine, Executive & Board Support Specialist