

**Local Area Subsequent Designation  
and  
Local Board Recertification Application  
for  
Program Year 2025-27**

**Local Workforce Development Area**

Solano County

## **Application for Local Area Subsequent Designation and Local Board Recertification**

This application will serve as your request for Local Workforce Development Area (Local Area) subsequent designation and Local Workforce Development Board (Local Board) recertification for Program Year (PY) 2025-27 under the Workforce Innovation and Opportunity Act (WIOA).

If the California Workforce Development Board (CWDB) determines the application is incomplete, it will either be returned or held until the necessary documentation is submitted. Contact your [Regional Advisor](#) for technical assistance or questions related to completing and submitting this application.

Completed applications must be submitted to the CWDB at [PolicyUnit@cwdb.ca.gov](mailto:PolicyUnit@cwdb.ca.gov) by **5 p.m. on Monday, April 7, 2025.**

### Workforce Development Board of Solano County

Name of Local Area

500 Chadbourne Road, Suite A

Mailing Address

Fairfield, CA 94534

City, State, ZIP

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Date of Submission

Heather Henry, President/Executive Director

Contact Person

707-863-3501

Contact Person's Phone Number

## Local Board Membership

The WIOA Section 107(b)(2)(A) through (E) states the requirements for nominating and selecting Local Board members:

1. Provide the names of the individuals appointed for each membership category listed below.
2. Attach a roster for the current Local Board.

**Category: Business** – WIOA Section 107(b)(2)(A) requires that business members constitute a simple majority of the Local Board, and WIOA Section 107(b)(3) states that the chairperson shall also be a member under this category. Specifically, a majority of the Local Board’s business members shall constitute the following representatives under this membership category:

- Owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority.
- Representatives of businesses, including small businesses or business organizations.
- Individuals appointed by those who have been nominated by local business organizations and business trade associations.

List the Local Board’s business members and identify the chairperson by typing CHAIR after their name:

**Local Board Business Members**

<b>Name</b>	<b>Title</b>	<b>Entity</b>	<b>Appointment Date</b>	<b>Term End Date</b>
Chris Churchill, CHAIR	President	Advance Marketing	06/08/21	06/07/25
Kelli Courson	Owner	Express Employment Professionals	12/06/22	12/05/26
Mary Dugbartey	Director, Talent & Organizational Development	NorthBay Healthcare Foundation	10/25/21	10/24/25
Shannon Dodds	VP of Operations	Paradise Valley Estates	12/07/21	12/06/25
Tim Healer	Vice President & Senior Relations Manager	Rabo AgriFinance	07/01/22	06/30/26
Chris Huxsoll	Senior VP of Operations	Polaris Pharmaceuticals, Inc.	02/07/23	02/06/27
Coco House	Director	Solano County Farm Bureau	12/05/23	12/04/27
Deanna Hurn	Founder/CEO	Miracle Math	08/08/23	08/07/27
Idowu Koyejo	Owner	Teme Salon LLC	10/24/23	10/23/27
Summer Miguel	Human Resources Manager	Six Flags Discovery Kingdom	04/09/24	04/08/28
Margie Poulos	VP of Global HR	Jelly Belly Candy Company	12/05/23	12/04/27
Vacant				
Vacant				

**Category: Workforce** – Not less than 20 percent of the Local Board members shall be representatives from the Local Area’s workforce (WIOA 107[b][2][B]) who:

- Shall include representatives of labor organizations (for a Local Area in which employees are represented by labor organizations) who have been nominated by local labor federations or (for a Local Area in which no employees are represented by such organizations) other representatives of employees. California Unemployment Insurance Code (CUIC) Section 14202(b)(1) further requires and specifies that these representatives shall amount to not less than 15 percent of the Local Board membership and be subject to the following:
  - a. For a Local Area in which no employees are represented by such organizations, other representatives of employees shall be appointed to the board, but any Local Board that appoints representatives of employees that are not nominated by local labor federations shall demonstrate that no employees are represented by such organizations in the area.
  - b. Shall include a representative, who shall be a member of a labor organization or a training director from a joint labor-management apprenticeship program, or if

no such program exists in the area, such a representative of a state-approved apprenticeship program in the area, if such a program exists.

- May include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities.
- May include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

List the Local Board’s workforce members:

**Local Board Labor Members**

<b>Name</b>	<b>Title</b>	<b>Entity</b>	<b>Appointment Date</b>	<b>Term End Date</b>
Mark DeWeerd	Consultant, Center for Organizing & Bargaining, Labor Representative	CA Teachers Association	07/01/24	06/30/28
Jamie Powell	Program Director	Fighting Back Partnership	12/10/24	12/09/28
Glenn Loveall	Executive Director	Napa-Solano Central Labor Council	06/06/23	06/05/27
Alicia Mijares	Business Representative	Sheet Metal Workers’ Local 104	04/22/25	04/21/29
Vacant				
Vacant				

**Category: Education** – WIOA Section 107[b][2][C] requires that each Local Board include members who represent entities that administer education and training activities in the Local Area. Specifically, the Local Board shall have education representatives under this membership category from the following entities:

- Eligible Title II adult education and literacy providers
- Institutions of higher education providing workforce investment activities

Members may be representatives from local educational agencies and community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

List the Local Board’s education members:

**Local Board Education Members**

Name	Title	Entity	Appointment Date	Term End Date
Kellie Butler	Superintendent-President	Solano Community College	02/05/25	02/04/29
Janice Fera	Consortium Manager	Solano Adult Education Consortium	10/24/23	10/23/27

**Category: Economic and Community Development** – WIOA Sections 107[b][2][D] and [E] require each Local Board to include governmental, economic, and community development representatives under this membership category from the following entities:

- Economic and community development organizations
- The state’s employment service office under the *Wagner-Peyser Act*
- Programs carried out under Title I of the federal *Rehabilitation Act*

A Local Board may have representatives from transportation, housing, and/or public assistance agencies; philanthropic organizations; and/or an individual or representatives of entities determined to be appropriate by the local Chief Elected Official (CEO).

List the Local Board’s economic and community development members:

**Local Board Economic and Community Development Members**

Name	Title	Entity	Appointment Date	Term End Date
Suzanne Castano	Team Manager	CA Department of Rehabilitation	02/09/25	02/08/29
Chris Rico	President/CEO	Solano Economic Development Corporation	12/10/24	12/09/25
David Tam	Cluster Manager-EPMIII	Employment Development Department	07/20/22	07/19/26
Emery Cowan	Director	Solano County Health & Social Services	04/22/25	04/21/29

**Performed Successfully**

The Local Area hereby certifies that it has performed successfully, defined as having an Individual Indicator Score of 50 percent or higher in PY 22-23 or PY 23-24, as described in Workforce Services Directive WSD20-02, Calculating Local Area Performance and Nonperformance (September 18, 2020).

**Note** – Report your “performance score” rather than the “adjusted level of performance.”

**PY 22-23 Scores**

Indicator	Adults	Dislocated Workers	Youth
Employment Rate 2 <sup>nd</sup> Quarter After Exit	<u>103.5%</u>	<u>102.0%</u>	<u>100.5%</u>
Employment Rate 4 <sup>th</sup> Quarter After Exit	<u>109.2%</u>	<u>110.1%</u>	<u>118.8%</u>
Median Earnings	<u>124.3%</u>	<u>89.4%</u>	<u>112.4%</u>
Credential Attainment	<u>92.0%</u>	<u>154.7%</u>	<u>113.0%</u>

**PY 23-24 Scores**

Indicator	Adults	Dislocated Workers	Youth	Overall Indicator Score
Employment Rate 2 <sup>nd</sup> Quarter After Exit	<u>106.2%</u>	<u>99.2%</u>	<u>98.0%</u>	<u>101.1%</u>
Employment Rate 4 <sup>th</sup> Quarter After Exit	<u>96.3%</u>	<u>89.3%</u>	<u>118.7%</u>	<u>101.4%</u>
Median Earnings	<u>134.2%</u>	<u>130.3%</u>	<u>176.1%</u>	<u>146.9%</u>
Credential Attainment	<u>100.6%</u>	<u>130.0%</u>	<u>74.2%</u>	<u>101.6%</u>
Measurable Skills Gain	<u>134.8%</u>	<u>101.3%</u>	<u>160.7%</u>	<u>132.3%</u>
Overall Program Score	<u>114.4%</u>	<u>110.0%</u>	<u>125.5%</u>	---

## **Sustained Fiscal Integrity**

The Local Area hereby certifies that it has not been found in violation of one or more of the following during PY 22-23 or PY 23-24:

- *Final determination of significant finding(s)* from audits, evaluations, or other reviews conducted by state or local governmental agencies or the Department of Labor identifying issues of fiscal integrity or misexpended funds due to the willful disregard or failure to comply with any WIOA requirement.
- Gross negligence – defined as a conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both.
- Failure to observe accepted standards of administration – Local Areas must have adhered to the applicable uniform administrative requirements set forth in Title 2 *Code of Federal Regulations* (CFR) Part 200 (Uniform Guidance).

Certify No Violation:

## **Engaged in Regional Planning**

*Engaged in regional planning* is defined as participating in and contributing to regional planning, regional plan implementation, and regional performance negotiations. The Local Area hereby certifies that it has participated in and contributed to regional planning and negotiating regional performance measures in the following ways:

1. Participated in regional negotiation of performance measures.
2. Local WDB and CLEO reviewed and approved the regional plan.
3. Held stakeholder input sessions for the regional plan.
4. Participating in regularly scheduled meetings of the region's WDB Directors.
5. Participating in Regional Plan Implementation efforts.
6. Coordinating with regional partners in Regional Equity and Recovery Projects (RERP), Regional Plan Implementation 5.0, and Prison to Employment 2.0 implementation.
7. Reviewed and ranked regional indicators of success.

## Local Area Assurances

Through PY 25-27, the Local Area assures:

- A. It will comply with the applicable uniform administrative requirements, cost principles, and audit requirements (WIOA Section 184[a][2] and [3]).

Highlights of this assurance include the following:

- The Local Area's procurement procedures will avoid the acquisition of unnecessary or duplicative items, software, and subscriptions (in alignment with Uniform Guidance Section 200.318)
- The Local Area will maintain and provide accounting and program records, including supporting source documentation, to auditors at all levels, as permitted by law (Uniform Guidance Section 200.508).

Note that failure to comply with the audit requirements specified in Uniform Guidance Subpart F will subject the Local Area to a potential cash hold (Uniform Guidance Section 200.339).

- B. All financial reporting will be done in compliance with federal and state regulations and guidance.

Highlights of this assurance include the following:

- Reporting will be done in compliance with WSD 19-05, Monthly and Quarterly Financial Reporting Requirements (December 4, 2019).
- All close-out reports will comply with the policies and procedures listed in WSD16-05, WIOA Closeout Requirements (July 29, 2016).

Note that failure to comply with financial reporting requirements will subject the Local Area to a potential cash hold. (Uniform Guidance Section 200.339)

- C. Funds will be spent in accordance with federal and state laws, regulations, and guidance.

Highlights of this assurance include the following:

- The Local Area will meet the requirements of the *CUIC Section 14211* to spend a minimum of 30 percent of the combined total of WIOA Title I adult and dislocated worker formula fund allocations on training services.
- The Local Area will not use funds to assist, promote, or deter union organizing (WIOA Section 181[b][7]).

- D. The Local Area will select America's Job Center of California<sup>SM</sup> operator(s) through a competitive procurement process, such as a Request for Proposals, unless designated or

certified as an operator with the agreement of the local CEO and the Governor (WIOA Section 121[d][2][A] and 107[g][2]).

- E. The Local Area will collect, enter, and maintain data related to participant enrollment, activities, and performance necessary to meet all CalJOBS<sup>SM</sup> reporting requirements and deadlines.
- F. The Local Area will comply with the nondiscrimination provisions of WIOA Section 188 and Title 29 CFR Part 38, including the collection of necessary data.
- G. The Local Area will engage in and contribute to regional planning and regional plan implementation (for example, the Local Area has participated in regional planning meetings and regional plan implementation efforts, and the Local Board and local CEO have reviewed and approved the regional plan and two-year modifications).
- H. The Local Area will participate in regional performance negotiations.
- I. The Local Area will comply with CWDB policies and guidelines, legislative mandates, and/or other special provisions as may be required under federal law or policy, including the WIOA or state legislation.
- J. Priority shall be given to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of career and training services funded by WIOA Adult funding (WIOA Section 134[c][3][E] and Training and Employment Guidance Letter [TEGL] 10-09, and TEGL 19-16).

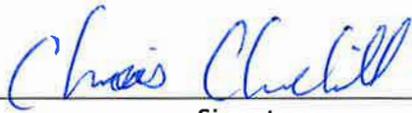
## Application Signature Page

Instructions – The local CEO and Local Board Chair must sign and date this form. Electronic signatures are permitted for the PY 25-27 application.

By signing the application below, the local CEO and Local Board Chair request subsequent designation of the Local Area and recertification of the Local Board. Additionally, they agree to abide by the Local Area assurances included in this application.

Local Board Chair

Local CEO



Signature

Signature

Chris Churchill

Name

Mitch Mashburn

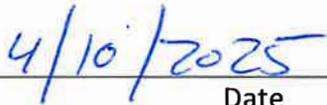
Name

Chair

Title

Chair

Title



Date

Date