



## Agenda Submittal

**Agenda #:** 24 **Status:** Consent Calendar  
**Type:** Appointment **Department:** Workforce Development Board  
**File #:** 19-804 **Contact:** Heather Henry, 863-3501  
**Agenda date:** 10/22/2019 **Final action:** 10/22/2019  
**Title:** Approve the appointment of Tiffany Donahue as the Adult Education Representative to the Workforce Development Board (WDB) of Solano County, for a term to expire on October 21, 2023, as required under the Workforce Innovation and Opportunity Act (WIOA)  
**Governing body:** Board of Supervisors  
**District:** All  
**Attachments:** 1. A - Application and Letter of Recommendation, 2. Minute Order

Date	Ver.	Action By	Action	Result
10/22/2019	1	Board of Supervisors		

Published Notice Required? Yes ☐ No ☒  
Public Hearing Required? Yes ☐ No ☒

### **DEPARTMENTAL RECOMMENDATION:**

It is recommended that the Board of Supervisors appoint Tiffany Donahue as the Workforce Innovation and Opportunity Act (WIOA) Title II (Adult Education) Representative to the Workforce Development Board (WDB) of Solano County, for a term to expire on October 21, 2023, as required under the Workforce Innovation and Opportunity Act (WIOA).

### **SUMMARY:**

The Board of Supervisors, as the local elected official authorized under §107(b)(1) of the 2014 Workforce Innovation and Opportunity Act (WIOA) and as described on page 2 of the Bylaws of the WDB of Solano County, Article VI-Section C. Selection of Directors, appoint representatives to the Board of Directors of the WDB. The WDB Board of Directors approved the above named nominee at their October 4, 2019 Board meeting.

Based on the technical certification, membership nomination, application and supplemental application (Attachment A), as well as WDB Board action, Ms. Donahue can now be considered for formal ratification by the Board of Supervisors as the newest representative on the Board of Directors of the WDB.

### **FINANCIAL IMPACT:**

This action has no financial impact. The WDB is fully grant funded and receives no County General Funds.

### **DISCUSSION:**

Ms. Donahue will be filling the recent vacancy of Ms. Christine Hess who served as a member of the Workforce Development Board. Ms. Hess resigned from her position on the Board of Directors in August 2019. Staff would like to take this opportunity to thank Ms. Hess for her dedication and service to the Workforce Development Board.

Ms. Donahue has been an educator for twenty years which has given her a strong understanding of special education and adult education and the skills needed to progress into educational leadership. She strongly believes in a school environment where every student should feel valued and empowered to achieve their academic best and to ensure that students have a transition into the workforce that helps provide a sustainable wage. Ms. Donahue loves inspiring others to make a profound impact in their lives and enjoys seeing how carefully planned educational programs, mentorship programs, and effective training of staff can greatly benefit students and the school community. It is her mission to not simply be a leader, but an exceptional leader, to ensure that staff are successful and that students can thrive in today's world.

After a technical review of Ms. Donahue's application documents, she has been found to be in compliance with the regulatory requirements governing the Education Representative, WIOA Title II category for the Workforce Development Board membership appointment. Ms. Donahue will serve a term of office from October 22, 2019 through October 21, 2023.

Attached is a copy of her Membership Application and Supplemental Application. Also attached is a nomination letter from the Vacaville Unified School District recommending her nomination. With this appointment, as recommended in this report, the WDB will have 22 of its 25 membership seats filled.

#### **ALTERNATIVES:**

The Board of Supervisors could choose to not ratify Ms. Donahue's appointment, and a new search for a WIOA Title II, Adult Education Representative could ensue. However, Ms. Donahue is considered to be an excellent candidate to serve in this representative category on the WDB, suggested by former WDB Board member, Ms. Hess, and backed by the Vacaville Unified School District.

#### **OTHER AGENCY INVOLVEMENT:**

Jane Shamieh, Superintendent of Vacaville Unified School District provided a nomination on behalf of Ms. Donahue.

#### **CAO RECOMMENDATION:**

**APPROVE DEPARTMENTAL RECOMMENDATION**