

WORKFORCE ALLIANCE OF THE NORTH BAY

MEETING MINUTES

February 9, 2017 – 9 -10:30 AM

Physical Meeting Sites:

120 North Redwood Drive, Redwood Room, San Rafael, CA 94903

1814 Soscol Avenue, Napa, CA 94559

255 North Forbes St, Lakeport, CA 95453

CALL TO ORDER

I. Present: Supervisor Damon Connolly, Supervisor Alfredo Pedroza, Supervisor Brad Wagenknecht, Supervisor Jim Steele
Absent: Supervisor Judy Arnold

Resignation: Supervisor Anthony Farrington, Lake County
Appointment: Supervisor Moke Simon, representing Lake County

Public Comment- No public comment

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. A. Approve Napa County HHS One Stop Career Center Contract

B. Approval of Draft Regional WDB Bylaws

Supervisor Connolly opened the consent calendar for discussion.

Motion made to approve consent calendar without discussion: M/S: Supervisor Steele/Supervisor Pedroza.

Vote: Motion carried 4-0

AYES: Supervisors Damon Connolly, Supervisor Alfredo Pedroza, Supervisor Brad Wagenknecht, Supervisor Jim Steele

ABSENT: Supervisor Judy Arnold

REGULAR CALENDAR

III. A. November 10, 2016 Governing Board

Supervisor Steele noted for possible correction Item IV.D., regarding the regional strategic plan's in demand sectors for Lake County. Staff was directed to review the draft strategic plan. If the industry list for Lake is listed incorrectly staff will address the error during the public comment period.

Motion made to approve minutes without change: M/S: Supervisor Pedroza/Supervisor Steele.

Vote: Motion carried 4-0

AYES: Supervisors Damon Connolly, Supervisor Alfredo Pedroza, Supervisor Brad Wagenknecht, Supervisor Jim Steele

ABSENT: Supervisor Judy Arnold

B. Approve Amendment #1 to Executive Director Contract

Workforce Alliance Executive Director Bruce Wilson provided an overview of the proposed amendment to the Napa County contract for the Executive Director and support staff. Mr. Wilson reported that the amendment is to increase

	<p>the current contract for salaries and benefits to allow for overhead costs such as rents, leases, supplies, insurance, and other miscellaneous expenses. The proposal is to increase the \$400,000 contract by \$2,858, for a total of \$402,858.</p> <p>Motion made to approve the amendment to the Executive Director and support staff contract increasing by \$2,858 for a total of \$402,858. M/S: Supervisor Steele/Supervisor Pedroza. Vote: Motion carried 4-0 AYES: Supervisors Damon Connolly, Supervisor Alfredo Pedroza, Supervisor Brad Wagenknecht, Supervisor Jim Steele ABSENT: Supervisor Judy Arnold</p>
	<p>C. Budget Report</p> <p>Supervisor Connolly opened the discussion on the budget update. Director Wilson explained that the WANB initial budget was presented and approved in June 2016 based on estimates of revenue, in November 2016 a revised budget was reviewed and approved that reflected actual revenues received via WIOA subgrant agreements, Rapid Response allocations and previous year roll over amounts. This budget update provides updates to the actuals and includes additional columns to provide a more comprehensive picture of the funding categories and how they are utilized. The additional column added for revenue is <i>percent of revenue received</i>; for expenses are <i>percent of budget used, amount obligated, amount unobligated, percent unspent and unobligated</i>. Supervisor Pedroza recommends including fiscal year comparisons moving forward.</p>
re p	<p>D. AJCC Performance Reports</p> <p>Director Wilson reviewed each report and invited the individual AJCC Operators to report out. He noted that WIOA program report data is extracted from the State of California CalJOBS case management system and provides the numbers of people served through the workforce system. It does not quantify the quality of the services delivered.</p> <ul style="list-style-type: none"> i. Lake: Wilson reported that Lake’s program was doing well in light of challenges (Fire/Flooding) in their region. Note: Assuming no carry-in participants and planned enrollment is met there is an average of \$4061 Adult cost per participant rate; \$3776 Dislocated Worker cost per participant rate; and \$4,590 Youth cost per participant rate. ii. Napa: Wilson reported that Napa’s program was substantially behind in their planned new enrollments and exits to date. Lynn Perez, One-Stop Manager reported on several corrective action measures that they were implementing catch up on their program, including Adult Ed providing career academy training and a revised referral process in Career Center. Supervisor Pedroza spoke about the Gang in Youth Violence Commission in Napa and believed that the group could help with youth engagement. Note: Assuming no carry-in participants and planned enrollment is met there is an average of \$3,903 Adult cost per participant rate; \$4,422 Dislocated Worker cost per participant rate; and \$7,137 Youth cost per participant rate. iii. Marin: Wilson reported that there was an updated report for Marin due to late clarifying information in our CalJobs data system. Wilson shared the new revised report on screen and indicated that Marin had carried in several more participants than originally anticipated; and only slightly behind in Adult enrollments (44% at 50% of the year) and Dislocated Worker enrollments (30% at 50% of the year). Wilson said that it was not concerning and that the program could catch up in enrollments. In Youth Marin was at 13% at 50% of the year and like Napa, could use a push for enrollments. Note: Assuming no carry-in participants and planned enrollment is met there is an average of \$2,701 Adult cost per participant rate; \$6,589 Dislocated Worker cost per participant rate; and \$7,896 Youth cost per participant rate.
INFORMATION / DISCUSSION ITEMS	
IV	A. WIOA Regional and Local Strategic Plans FY 17-20

	<p>Workforce Alliance Chief Strategist Racy Ming provided an overview of the both plans. Plans are required by both Department of Labor and Employment Development Department (EDD). They are currently in open public comment period. The Regional Plan represents the 6 counties identified by EDD as the Northern Region Planning Unit. This plan is in line with the state plan. The Local Plan represents the 3 counties of the Workforce Alliance region and is more about service delivery. Both reports are due to the state in August 1.</p>
	<p>B. WIOA One Stop Operator & WIOA Career Services Provider RFP</p> <p>Director Bruce Wilson announced the release of the RFP as required by WIOA legislation. It closes on March 3 however he plans to extend to March 10. Bidder's Conferences are scheduled in each county. 2/13 Marin, 2/14 Napa and 2/15 Lake. Proposals will be evaluated and scored by workforce professionals and regional board members and then provided to each local Advisory Subcommittee to formulate a recommendation on contract award to the Regional Workforce Development Board on April 13. The Governing Board will make the final decisions on contract awards on June 8. Contracts will be in place July 1.</p>
	<p>B. Organizational Analysis Review</p> <p>Director Wilson reports that if Mendocino County joins the Alliance the agreement will include additional staff. As a new agency the Alliance is starting to learn things about our mission, goals and how we are organized. Existing staff are currently nested in county programs while staffing the Alliance. Director Wilson would like to recommend tha the Alliance Governing Board engage a consultant to review the JPA organizational set up and make recommendations to facilitate organization performance. Regional Incentive Grant funds could be utilized. The recommendation is to conduct the analysis prior to deciding on recommendation to approve Mendocino joining the Alliance.</p> <p>Motion to authorize the preparation of a professional organizational analysis of the Workforce Alliance: M/S: Steele/Wagenknecht. Vote: Motion carried 4-0 AYES: Supervisors Damon Connolly, Supervisor Alfredo Pedroza, Supervisor Brad Wagenknecht, Supervisor Jim Steele ABSENT: Supervisor Judy Arnold</p>
	<p>C. WANB Marketing and Branding</p> <p>Mr. Wilson presented the logo developed by Full Capacity Marketing. It was requested that another option be provided.</p>
	<p>E. Bright Futures Website</p> <p>Ms. Ming provided a demo of the Bright Futures website. The project is funded by a special EDD grant for innovative ways for boards to connect to different audiences. Ms. Ming discovered this program during her work in London and wanted to duplicate in Marin. Bruce Wilson added that the Marin Workforce Development Board applied for and received authorization prior to the forming of the JPA. After the merger it became a deliverable of the Workforce Alliance who then contracted with Racy Ming to deliver the product. Now the website is set up and outreach begins.</p>
MEMBER/DIRECTOR REPORTS	
V	<p>A. Mendocino Request to Join the Workforce Alliance</p> <p>Supervisors Connolly and Wagenknecht provided an update on their lunch meeting with Mendocino County back in December. Both members believed that there was no reason to not continue dialogue with Mendocino with a decision to be made in June.</p>
	<p>B. National Association of Workforce Boards Conference</p>

	Director Wilson and Supervisors Connolly, Pedroza and Steele are going to attend the National Association of Workforce Boards Forum 2017 March 24-29 in Washington, DC.
	C. Adjourn Supervisor Connolly adjourned the meeting at 10:30 am.

All public meetings and events sponsored or conducted by the Workforce Alliance of the North Bay are held in accessible sites. Requests for accommodations may be made by calling (415) 473-3364 (voice) or 415-473-3344 (TTY) or 711 for the California Relay Service or e-mailing info@marinemployment.org at least five business days in advance of the event. Copies of documents are available in alternative formats, upon written request.