



**MEETING MINUTES
REGIONAL WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING**

Wednesday, December 13, 2017
9:00-10:30 AM

Location
Workforce Alliance of the North Bay
1546 First Street, Second Floor
Napa, CA 94559

CALL TO ORDER

I.	9:00	<p>Vice-chair David Zwicky called the meeting to order at 9:10.</p> <p>Present: Vice-chair, David Zwicky, Windi Snearly, Paul Castro, Mary Ann Mancuso, and Monica Rosenthal</p> <p>Absent: Chair, Jeri Gill-Hansen</p>
		A. 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.		<p>A. November 8, 2017 Meeting Minutes</p> <p>Motion made to approve November 8, 2017 Meeting Minutes. M/S: Paul Castro/David Zwicky Vote: Motion carried 4-0 AYES: Vice-chair, David Zwicky, Windi Snearly, Paul Castro, Mary Ann Mancuso, and Monica Rosenthal Nays: 0 Absent: Chair, Jeri Gill-Hansen</p>
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REGULAR CALENDAR

III.		<p>A. Request by CareerPoint Marin to transfer \$80,000 from Dislocated Worker services funding to Adult services funding.</p> <p>Workforce Alliance Executive Director, Bruce Wilson presented CareerPoint Marin's (CPM) request. Because Marin County traditionally has a low unemployment rate, Dislocated Worker enrollments and use of funds goals can be difficult to meet. Staff time, resources and funding would be more effective if re-directed towards Adult services.</p> <p>Motion made to approve November 8, 2017 Meeting Minutes. M/S: Windi Snearly/Paul Castro Vote: Motion carried 4-0 AYES: Vice-chair, David Zwicky, Windi Snearly, Paul Castro, Mary Ann Mancuso, and Monica Rosenthal Nays: 0 Absent: Chair, Jeri Gill-Hansen</p>
		<p>B. Equal Employment Opportunity Policy</p> <p>Workforce Alliance Operations Manager, Laura Davis presented the Equal Employment Opportunity (EEO) policy for approval. EEO is the law and a requirement of the Workforce Innovation and Opportunity Act (WIOA) to ensure equal and fair access is given to all eligible persons for WIOA services. This policy provides guidance on nondiscrimination and equal opportunity procedures, provides the</p>

		<p>name of the Workforce Alliance's EEO Officer, and guidelines for notice of nondiscriminatory practices and complaint processing procedures as required by WIOA regulations.</p> <p>Motion made to approve November 8, 2017 Meeting Minutes. M/S: Windi Snearly/Paul Castro Vote: Motion carried 4-0 AYES: Vice-chair, David Zwicky, Windi Snearly, Paul Castro, Mary Ann Mancuso, and Monica Rosenthal Nays: 0 Absent: Chair, Jeri Gill-Hansen</p>
		<p>C. Unilateral Amendment for Lake and Mendocino Counties</p> <p>Executive Director, Bruce Wilson stated the current contract with Mendocino Private Industry Council (MPIC) is \$1,557,584 to provide one stop and career services in Mendocino and Lake counties. This amount was based on the traditional WIAO formula grants provided by the State of California and a National Dislocated Worker Grant for fires and flooding that occurred in Lake County. Wilson requested approval to amend the contract to add an additional \$65,433 for a new contract amount of \$1,623,017. The new amount was derived from more accurate formula allocations provided by the State of California and funding made available in an agreement between the Workforce Alliance and Solano County for industry-sector focused services.</p> <p>Meeting Minutes. M/S: Windi Snearly/Paul Castro Vote: Motion carried 4-0 AYES: Vice-chair, David Zwicky, Windi Snearly, Paul Castro, Mary Ann Mancuso, and Monica Rosenthal Nays: 0 Absent: Chair, Jeri Gill-Hansen</p>
INFORMATION/DISCUSSION ITEMS		
IV.		<p>A. Regional Planning Retreat Follow-up</p> <p>Executive Director Wilson stated he would contact John Baker, the contracted facilitator, to discuss potential dates in April to convene the Governing and Regional Boards for the postponed retreat.</p>
MEMBER/DIRECTOR REPORTS		
V.		<p>A. Member</p> <p>No member reports were provided.</p>
		<p>B. Director</p> <p>Executive Director Wilson reminded members he was partnering with the State of California and California Human Development in a request for funding to support public service employment in the fire affected counties and that an application for a State additional assistance grant was submitted to support expanded capacity to serve fire impacted businesses and job seekers. He was optimistic that both funding requests would be realized.</p>
ADJOURN		
VI.		<p>A. Next Meeting Location and Agenda Items</p> <p>The next meeting is scheduled for Wednesday, February 14, 2018 and to take place in Napa, CA. No agenda items were suggested.</p>