



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

Wednesday, November 8, 2017
9:00-10:30 AM

Location
County of Napa
Comprehensive Services for Older Adults Building
650 Imperial Way
2nd Floor - White Adler Room
Napa, CA 94559

CALL TO ORDER

- | | |
|----|--|
| I. | Present: Vice-chair, David Zwicky, Mary Ann Mancuso, Monica Rosenthal, Paul Castro |
| | Absent: Chair, Jeri Gill, Windi Snearly |
| | 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. | <p>A. September 28, 2017 Meeting Minutes</p> <p>Vice-chair, David Zwicky opened the consent calendar for discussion.</p> <p>Monica Rosenthal noted for correction to the minutes of the September 28, 2017 meeting, her last name which was listed at Mancuso. Monica’s last name is Rosenthal.</p> <p>Motion made to approve consent calendar with correction to the minutes: M/S: Monica Rosenthal/David Zwicky
Vote: Motion carried 3-1
Yes: Vice-chair, David Zwicky, Monica Rosenthal, Paul Castro
Nay: None
Abstention: Mary Ann Mancuso
Absent: Chair, Jeri Gill and Windi Snearly</p> |
|-----|---|

REGULAR CALENDAR

- | | |
|------|---|
| III. | <p>A. Single Audit – Clifton Larson Allen Agreement</p> <p>Executive Director Bruce Wilson introduced the audit services of Clifton Larson Allen (CLA). Executive Director Wilson requested approval to contract with CLA to conduct an audit of the Workforce Alliance’s financial records for the year ending June 30, 2017.</p> <p>Motion made to approve agreement with Clifton Larson Allen: M/S: Mary Ann Mancuso/Monica Rosenthal
Vote: Motion carried 4-0
Ayes
Absent: Chair, Jeri Gill and Windi Snearly</p> |
|------|---|

B. Travel Policy

Workforce Alliance Operations Manager, Laura Davis, introduced the travel policy to be used by both staff and board members. The policy requires pre-approval for all travel and includes guidelines for daily, overnight and out-of-state travel. This policy will have a retroactive start date of July 1, 2017.

Motion made to approve the travel policy: M/S: Paul Castro/Mary Ann Mancuso

Vote: Motion carried 4-0

Ayes

Absent: Chair, Jeri Gill, Windi Snearly

C. Marin Youth Services Contract – Petaluma People Services

Executive Director Wilson, requested approval to contract Petaluma People Services Center (PPSC) to provide Workforce Innovation and Opportunity Act (WIOA) youth services in Marin County for PY 2017-18. This contract will be retroactive with a start date of October 1, 2017.

Motion made to approve the contract with PPSC: M/S: Mary Ann Mancuso/Monica Rosenthal

Vote: Motion carried 4-0

Ayes

Absent: Chair, Jeri Gill and Windi Snearly

D. North Bay Wildfires Assistance Grants – National Dislocated Worker and Additional Assistance

Executive Director Wilson informed the committee the Workforce Alliance would be submitting proposals for two grants – the National Dislocated Worker Grant (NDWG) and an Additional Assistance grant.

Per the NDWG, the Workforce Alliance in partnership with La Coopertiva, submitted a proposal to the state for funding to provide employment services to dislocated workers and the long-term unemployed in Napa and Mendocino Counties. This grant is a disaster recovery grant that would last 18 months. If granted funding, the Workforce Alliance would be responsible for engaging with employers and locating work sites and La Coopertiva would be the employer on record and would vet clients for positions. The goal is to recruit 200 job seekers in Napa County and up to 75 job seekers in Mendocino County. Executive Director Wilson believes the Workforce Alliance and La Coopertiva proposal will be approved and will receive an estimated \$5 million in funding.

Per the Additional Assistance grant, the Workforce Alliance submitted a proposal to the state requesting \$900 thousand to assist the unemployed, specifically those affected by the wildfires, in Napa and Mendocino Counties. This is an emergency grant and will be used towards work experiences for 70 clients and support business services in outreach to local businesses.

Both grants would increase the capacity of the Workforce Alliance to assist those affected by the North Bay wildfires. Executive Director Wilson asked for approval to accept these grant funds should they be awarded to the Workforce Alliance.

Motion made to accept grant awards for the NDWG and the Additional Assistance grant proposals: M/S: Mary Ann Mancuso/Monica Rosenthal

Vote: Motion carried 3-0

Yes: Mary Ann Mancuso, Monica Rosenthal, David Zwicky

No: None

Abstention: Paul Castro

Absent: Chair, Jeri Gill and Windi Snearly

	<p>E. Master Meeting Calendar</p> <p>Executive Director Wilson presented the Regional Workforce Development Board (RWDB) Master Meeting Calendar for 2018 and requested the committee’s approval for the RWDB Executive Committee’s meeting schedule. Discussion among committee members focused on finding a balance between in-person and virtual attendance at meetings due to the size of the geographical area under the Workforce Alliance.</p> <p>Motion made to approve RWDB Executive Committee’s meeting schedule: M/S: Monica Rosenthal/Mary Ann Mancuso Vote: Motion carried 4-0 Ayes Absent: Chair, Jeri Gill and Windi Snearly</p>
--	---

INFORMATION / DISCUSSION ITEMS

IV.	<p>A. Regional Workforce Development Board Retreat Follow-up</p> <p>Executive Director Wilson announced he is looking at dates in February to convene members for the retreat.</p> <p>Workforce Alliance Chief Strategist Racy Ming reminded the committee she and Workforce Alliance Operations Manager Laura Davis are seeking the assistance of board members to assist with the America’s Job Center of California (AJCC) certification process. Chief Strategist Ming and Operations Manager Davis asked the committee for volunteers and will email the full board to recruit additional volunteers. Monica Rosenthal and David Zwicky volunteered.</p>
-----	---

	<p>B. Marketing Update</p> <p>Executive Director Wilson presented the Workforce Alliance’s new website and Facebook page. In addition, he shared the Workforce Alliance has a Twitter account and will be using new marketing materials by the end of the year. A press release is scheduled for Wednesday, November 15 for the launch of the Workforce Alliance’s website in addition to the CareerPoint North Bay websites.</p>
--	---

	<p>C. Program Reports</p> <p>Executive Director Wilson presented program performance reports for each county. He stated a goal is for each county to have a committee to review sub-recipient performance. Members questioned the low enrollment goals for some sub-recipients. Executive Director Wilson and Operations Manager Davis explained the Workforce Alliance’s fiscal agent is late in closing 2016-17 fiscal year’s financial records. Upon close out, the Workforce Alliance will be able to adjust performance goals and amend contracts.</p>
--	---

MEMBER / DIRECTOR REPORTS

V.	<p>A. Staffing</p> <p>Executive Director Wilson presented on the current status of Workforce Alliance staffing with focus given to Business Services and Fiscal. Napa County will have a new Business Services Representative starting November 20. The focus of the Business Services Representatives is to sell the 4 product lines of the Workforce Alliance:</p> <ul style="list-style-type: none"> • Career Point Centers • Bright Futures • Career Pathways Network • Labor Market Information (LMI) data gathering tools and resources <p>The fiscal agent, County of Marin, will present to the Workforce Alliance the week of November 13 a revised scope of work that redefines their role and responsibilities for PY 2017-18. The new proposed scope of work may not contain accounting service. If so, the Workforce Alliance will need to seek out these services. Executive Director Wilson</p>
----	--

	intends to present the new scope of work at a special meeting of the Governing Board in December.
A D J O U R N	
VI.	Vice-char David Zwicky adjourned the meeting at 10:55.

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 707-259-8147 (voice) or 1-800-445-1312 (TTY) or 711 for the California Relay Service or e-mailing pborrego@workforcealliancencorthbay.org at least five business days in advance of the event. Copies of documents are available in alternative formats, upon written request.