



MEETING MINUTES

REGIONAL WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE SPECIAL MEETING

Friday, June 8, 2018
9:00 AM

Locations:

Main: Workforce Alliance Office, 1546 First Street, Napa, CA

Lake County: 21735 Dry Creek Cut Off, Middletown, CA

Marin County: 17 East Sir Francis Drake Blvd., Larkspur, CA

CALL TO ORDER

- I. Meeting called to order at 9:01 by Committee Co-chair David Zwicky.
- A. Introductions
Present: David Zwicky, Windi Snearly, Paul Castro, Mary Ann Mancuso, Monica Rosenthal. Committee Chair Jeri Hansen arrived at 9:14.
- B. 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. Co-chair Zwicky opened the Consent Calendar for discussion.
- A. May 9, 2018 Meeting Minutes (Attachment A)
- Motion made to approve May 9, 2018 meeting minutes. M/S: Paul Castro/Mary Ann Mancuso
- Motion carried 5-0
Yes: Paul Castro, Mary Ann Mancuso, David Zwicky, Windi Snearly, and Monica Rosenthal
Nay: 0
Abstentions: 0
Absent: Committee Chair Jeri Hansen was absent for this motion and vote.

REGULAR CALENDAR

- III. Co-chair Zwicky opened the Regular Calendar for discussion. Workforce Alliance Executive Director Wilson provided an overview of the meeting's agenda.
- A. 2017-18 Performance Review (Walk-in) (**Action**)
At the request of the Executive Committee, Workforce Alliance staff compiled data reports on Adult and Dislocated Worker contractors for today's review and approval. With approval of the Executive Committee, staff will move forward with 2018-19 contracts as directed.
- Workforce Alliance Napa Business Engagement Representative Angela Cooper presented the Business Engagement report. The report highlighted the status of marketing tools such as Facebook and Twitter, providing user demographic information. The committee discussed the benefits of Instagram and LinkedIn. Cooper announced the first newsletter went out to job seekers and will research whether the Workforce Alliance can add CalJOBS registered users to the distribution list.
- Workforce Alliance Analyst Taylor Swain introduced the service provider summary reports. The reports highlighted allocations and planned goals versus actual expenditures and performance. The committee and Workforce

Alliance staff discussed the data provided in the reports which included: service provider expenditures; the pace of expenditures; cost per participant; types of expenditures; meeting federal and state required training expenditure goals; leveraging of resources; and, employment-based, non-employment based and training-related exits.

The committee discussed the need to look at program design and the reasons why clients are enrolled more than one year. The committee requested the reports include training-related employment data, non-employment exited categories, and amount of time clients are in program. Moreover, committee members requested subset information be provided to assist them with determining which areas to focus their efforts on and to be notified of potential penalties to the Workforce Alliance. Wilson suggested establishing a RWDB oversight committee that could review the work, challenges and outcomes of service providers and make recommendations.

Wilson presented service provider performance reports which included planned enrollment and exit goals versus actual performance for all Adult and Dislocated Worker service providers. The committee discussed the imbalance between a trained workforce versus available jobs, commuting for employment, lack of transportation and what efforts could the Workforce Alliance take to assist clients with these challenges.

Workforce Alliance Operations Manager Laura Davis provided a status update on Napa Health and Human Service Agency's Corrective Action Plan (CAP). Napa will remain on an active CAP until all activities are completed. As of this meeting the due dates for the activities is June 30, 2018.

Chair Jeri Hansen arrived.

Motion made to: 1) renew contracts with current service providers for program year 2018-19 using incremental-funding based contracts; and, 2) for staff to explore performance-based contracting options and present to the committee options for program year 2019-2020. M/S: Paul Castro/Mary Ann Mancuso

Motion carried 6-0

Yes: Paul Castro, Mary Ann Mancuso, David Zwicky, Windi Snearly, Monica Rosenthal, and Jeri Hansen

Nay: 0

Abstentions: 0

Absent: 0

B. North Bay Employment Connection (NBEC) Regional Planning Implementation (RPI) Grant (Walk-in) **(Action)**

Workforce Alliance staff request the Executive Committee accept \$107,100 in RPI grant funds to promote upward income mobility for lower waged job seekers and ensure the workforce system is driven by the needs of the business community.

Wilson shared with the committee that NBEC received a grant from the State of which each member can accept \$107,100. In addition, \$130,000 is being set aside for a Request for Proposal and will target in-demand industries.

Motion made to accept \$107,100 in RPI grant funds. M/S: Mary Ann Mancuso/ Paul Castro

Motion carried 6-0

Yes: Paul Castro, Mary Ann Mancuso, David Zwicky, Windi Snearly, Monica Rosenthal, and Jeri Hansen

Nay: 0

Abstentions: 0

Absent: 0

C. Partnership with California Human Development (Attachment B) **(Action)**

Workforce Alliance staff request approval to enter into a partnership with California Human Development to share the costs of a mobile career center. The mobile career center will be utilized to reach and assist job seekers in distant geographical areas that do not have access to private or public transportation and to conduct live-stream career exploration. The estimated cost is \$100,000.

	<p>Motion made to approve partnership with CHD at an estimated cost of \$100,000. M/S: Mary Ann Mancuso/Windi Snearly</p> <p>Motion carried 5-0 Yes: Mary Ann Mancuso, David Zwicky, Windi Snearly, Monica Rosenthal, and Jeri Hansen Nay: 0 Abstentions: Paul Castro Absent: 0</p> <p>D. High School Career Hubs (Attachment C) (Action) Workforce Alliance staff request the approval to enter into partnerships with regional county offices of education to create career hubs for high school youth. The career hubs will be branded Bright Futures and will be equipped with technological tools that will give youth more access to explore careers, connect virtually with professionals in their fields of interest, and participate in job readiness activities. The estimated cost is \$25,000 per county.</p> <p>Motion made to approve partnerships with county offices of education to create career hubs for high school youth with an estimated cost of \$25,000 per county. M/S: Paul Castro/ Mary Ann Mancuso</p> <p>Motion carried 6-0 Yes: Paul Castro, Mary Ann Mancuso, David Zwicky, Windi Snearly, Monica Rosenthal, and Jeri Hansen Nay: 0 Abstentions: Absent: 0</p>
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INFORMATION/DISCUSSION ITEMS

IV.	No items
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MEMBER/DIRECTOR REPORTS

V.	A. Member: None B. Director: None
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ADJOURN

VI.	A. Schedule Special Meeting Wednesday, June 27 Wilson asked the committee to meet on Wednesday, June 27 to review recommendations by the Napa Advisory Subcommittee for the Napa WIOA youth services contract award for 2018-19. The committee agreed to schedule a Special Meeting on Wednesday, June 27 at 9:00.
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