



MEETING MINUTES
GOVERNING BOARD MEETING

Thursday, February 8, 2018
 9:00 – 10:30 am

Napa County: Workforce Alliance of the North Bay, 1546 First Street, Napa, CA 94559

Lake County: Board of Supervisors Chambers, 255 N. Forbes Street, Room B, Lakeport, CA

Mendocino County: County Administration Center, 501 Low Gap Road, Room 1010, Ukiah, CA 95482

Outside North Bay Area: Harrah's Resort Southern California, 777 S. Resort Drive, Valley Center, CA 92082

CALL TO ORDER

I.	<p>In the absence of President Supervisor Damon Connolly, member Supervisor Brad Wagenknecht called the meeting to order at 9:05.</p> <p>Present: Supervisor Brad Wagenknecht, Supervisor Alfredo Pedroza, Supervisor Jim Steele, Supervisor Moke Simon, Supervisor Georgeanne Croskey, and Supervisor Dan Gjerde</p> <p>Absent: President Damon Connolly and Supervisor Judy Arnold</p> <p>Public Comment: None</p>
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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>Member Brad Wagenknecht open the Consent Calendar for discussion.</p> <ul style="list-style-type: none"> A. Governing Board Meeting Minutes 12-15-17 B. Aldea Fiscal Services Amendment C. Unilateral Amendment to Marin HHS Contract D. Mendocino Staffing Agreement <p>Motion made to approve all items in Consent Calendar. M/S: Alfredo Pedroza/ Jim Steele</p> <p>Vote: Motion carried 6-0 AYES: Brad Wagenknecht, Jim Steele, Moke Simon, Dan Gjerde, Georgeanne Croskey, Alfredo Pedroza Nays: 0 Absent: Damon Connolly, Judy Arnold</p>
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REGULAR CALENDAR

III.	<p>Member Brad Wagenknecht opened the Regular Calendar for discussion.</p> <ul style="list-style-type: none"> A. Performance Dashboard and Corrective Action Plans (CAP) Updates <p>Workforce Alliance Executive Director Bruce Wilson and Operations Manager Laura Davis shared the status of each service provider's client enrollments and exits in addition to the status of Corrective Action Plans (CAP). Overall service providers are doing well; however, Napa County was behind in dislocated worker service goals, Lake County was behind in youth service goals; and, Marin County was behind in dislocated worker and adult programs. Wilson</p>
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briefed the Governing Board on the CAPs, sharing Napa was placed on a CAP for 1) training expenditures; 2) Lack of progress in MOU Phase II negotiations; 3) Lack of One Stop Operator; 4) Lack of progress in Slingshot grant; and 5) Failure to meet marketing and outreach goals. The Lake Youth Operator was placed on a CAP for low enrollments. Although Marin was not put on a formal CAP, the Marin Advisory Subcommittee approved a motion to transfer funds from Dislocated Worker to Adult on the condition that Marin meet its commitment to enroll 7-8 new clients per month.

Motion made to support Corrective Action Plans to ensure service providers have the guidance to attain agreed upon performance goals. M/S: Alfredo Pedroza/ Jim Steele

Vote: Motion carried 6-0
 AYES: Brad Wagenknecht, Jim Steele, Moke Simon, Dan Gjerde, Georgeanne Croskey, Alfredo Pedroza
 Nays: 0
 Absent: Damon Connolly, Judy Arnold

B. Organizational Credit Card

Wilson requested board approval for an organization credit card and explained a credit card would allow for efficient purchasing of business-related goods and services. At present, the Workforce Alliance relies on other means such as invoicing, which can prolong the purchase of supplies and business travel. Discussion among members included the effectiveness of a “Purchase” card - a credit card designated for government agencies.

Motion made to approve the acquisition of an organizational credit card. M/S: Jim Steele/Moke Simon

Vote: Motion carried 6-0
 AYES: Brad Wagenknecht, Jim Steele, Moke Simon, Dan Gjerde, Georgeanne Croskey, Alfredo Pedroza
 Nays: 0
 Absent: Damon Connolly, Judy Arnold

C. Approval for Executive Director Reimbursement Request

Wilson asked the Board to approve his reimbursement request which included purchases of office supplies and equipment, and travel expenses.

Motion made to approve Wilson’s reimbursement request. M/S: Jim Steele/Alfredo Pedroza

Vote: Motion carried 6-0
 AYES: Brad Wagenknecht, Jim Steele, Moke Simon, Dan Gjerde, Georgeanne Croskey, Alfredo Pedroza
 Nays: 0
 Absent: Damon Connolly, Judy Arnold

INFORMATION/DISCUSSION ITEMS

IV. A. Regional Strategic Planning Retreat – April

Wilson shared the board retreat is tentatively scheduled for Thursday, April 26. Governing Board members are being requested to attend from 8:30 – 1:00. It was discussed not all members of the Board would be able to attend due to other obligations; however, most members could attend on this proposed date.

B. Impact of Federal Government Shutdown on Workforce Alliance Operations

Wilson shared that the Workforce Alliance has a National Dislocated Worker Emergency Grant from the Department of Labor through the State. Wilson said he will work closely with the State to monitor the potential shutdown and to implement any safeguards if and when necessary.

MEMBER/DIRECTOR REPORTS

V. A. Members – No reports

B. Director

Wilson informed the Board that the Workforce Alliance was selected as a presenter for the National Association of Workforce Boards' conference in Washington DC on March 25th. He said that Damon Connolly, Jeri Gill, Robert Eyler and himself would present on the creation of the Joint Powers Alliance. He said he had one more slot for a Governing Board member and asked any interested members to contact him as soon as possible.

A D J O U R N

VI. A. Next Meeting Agenda Items

Member Brad Wagenknecht announced the next meeting is scheduled for Thursday, May 10. It was requested that the bylaws be revised to include a Vice-President position and presented at the next meeting.

Member Brad Wagenknecht adjourned the meeting at 10:00.