



WORKFORCEALLIANCE
OF THE NORTH BAY
DRIVING WORKFORCE TALENT

Meeting Minutes

GOVERNING BOARD SPECIAL MEETING AGENDA

Friday, September 28, 2018
9:00 – 10:30 AM

Lake: Lake County Courthouse, Board of Supervisors Office, Room 113, 255 N. Forbes, Lakeport, CA

Mendocino: CareerPoint Mendocino, 2550 N. State Street, Suite 3, Ukiah, CA

Napa: Workforce Alliance of the North Bay Office, 1546 First Street, Second Floor, Napa, CA

I.	<p>President Damon Connolly called the meeting to order at 9:15.</p> <p>Members Present: Damon Connolly, Moke Simon, Jim Steele, Alfredo Pedroza, Dan Gjerde, and Georgeanne Croskey</p> <p>Members Absent: Brad Wagenknecht and Judy Arnold</p> <p>Workforce Alliance Staff Present: Executive Director, Bruce Wilson; Operations Officer, Laura Davis; Fiscal Officer, Taylor Swain; Operations Analyst, Tamara Ochoa; Business Services Representative, Angela Cooper; Business Services Representative, Stacey Caico; Chief Strategist, Racy Ming; Board Clerk, Patricia Borrego</p>
	<p>Public Comment: None</p>

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>President Connolly opened the Consent Calendar for discussion.</p> <p>A. Meeting Minutes June 28, 2018 (Attachment IIA1)</p> <p>Motion made to approve Consent Calendar. M/S: Alfredo Pedroza/Moke Simon</p> <p>Motion carried: 6-0 Yea: All Nay: 0 Abstentions: 0 Absent: Judy Arnold and Brad Wagenknecht</p>
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REGULAR CALENDAR

III.	<p>President Connolly opened the Regular Calendar for discussion.</p> <p>A. Adopt Governing Board By-laws (Attachment IIIA1 - Board Letter, Attachment IIIA2 - By-laws)</p> <p>Workforce Alliance Executive Director, Bruce Wilson, introduced revised bylaws based on changes suggested at the previous Governing Board meeting. Review and discussion at the previous meeting included the change of the</p>
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<p>definition of quorum; changing the position of President to Chair and adding the position of Co-Chair; assignment of the position of Secretary to the Executive Director of the Workforce Alliance; membership being reserved to County Supervisors; and, term limits. Wilson confirmed that changes are addressed in current bylaws as presented.</p> <p>Motion made to adopt Governing Board bylaws. M/S: Alfredo Pedroza/Moke Simon</p> <p>Motion carried: 6-0 Yea: All Nay: 0 Abstentions: 0 Absent: Judy Arnold and Brad Wagenknecht</p>
<p>B. Nominate and Select Governing Board Chairs - 2018-2020 Term (Attachment IIIB1 - Board Letter)</p> <p>Members asked President Connolly to serve as Chair for the next term and Alfredo Pedroza to serve as Vice-chair. Connolly and Pedroza accepted the nominations.</p> <p>Motion to nominate and approve Damon Connolly for Chair: M/S Alfredo Pedroza/Moke Simon Motion carried: 6-0 Nay: 0 Abstentions: 0 Absent: Judy Arnold and Brad Wagenknecht</p> <p>Motion to nominate and approve Alfredo Pedroza for Vice Chair: M/S Damon Connolly/Jim Steele Motion carried: 6-0 Yea: All Nay: 0 Abstentions: 0 Absent: Judy Arnold and Brad Wagenknecht</p>
<p>C. Approve Amended 2017-18 WANB Budget (Attachment IIIB3 - Board Letter)</p> <p>Executive Director Wilson and Workforce Alliance Fiscal Officer, Taylor Swain, introduced the amended budget and explained new revenue streams. Swain said that with the management of day to day accounting operations now within the Workforce Alliance offices, staff will be able to view the lifecycle of revenue and expenditures more closely and if necessary, strategize solutions more efficiently. Dan Gjerde asked about the organization's reserves. Swain and Wilson said that we do not have any reserves which is a risk to the Agency. Gjerde indicated that was a concern to him and asked for further discussion on this topic in the future. Wilson agreed to put on agenda for next regularly scheduled meeting.</p> <p>Motion made to approve amended budget. M/S: Alfredo Pedroza/Jim Steele</p> <p>Motion carried: 6-0 Yea: All Nay: 0 Abstentions: 0 Absent: Judy Arnold and Brad Wagenknecht</p>
<p>D. Approve Agreements (Attachment IIID1 - Board Letter)</p> <p>Executive Director Wilson introduced the list of agreements. The committee discussed the resignation of</p>

<p>Redwood Community Services as the WIOA youth services provider in Lake and Mendocino Counties. Wilson said that our current adult and dislocated operator has submitted a proposal to provide WIOA youth services and that we should be up and running within a quarter. Additionally, there was considerable discussion regarding the Napa County agreement to provide Executive Director services to the Alliance. Wilson indicated that during a fiscal and procurement monitoring, the State of California had shared their observation that the Executive Director’s position within Napa County Health and Human Service Agency’s (NHSA) staffing structure appears to be under the direction of HSA’s Director of Self-Sufficiency a sub-contractor of the Alliance. Wilson explained that a new agreement would be drafted that explains the roles and responsibilities of each agency in regard to the day to day direction of the Director. Damon Connolly requested a legal counsel review of the agreement before it is presented for approval.</p> <p>Motion made to approve agreements. M/S: Alfredo Pedroza/ Moke Simon</p> <p>Motion carried: 6-0 Yea: All Nay: 0 Abstentions: 0 Absent: Judy Arnold and Brad Wagenknecht</p>	
<p>E. Discussion and Possible Action on Overpayments to AJCC Contractors (Attachment IIIIE1 - Board Letter)</p> <p>Wilson explained MPIC over invoiced for services. It was not detected until the close out of the 2017-18 budget by the new fiscal agent, Aldea. This was brought to MPIC’s attention and after a review of their accounting documentation, MPIC confirmed they received an overpayment.</p> <p>Motion made to approve submission of debt collection letter to MPIC for overpayment: M/S: Jim Steele/Alfredo Pedroza</p> <p>Motion carried: 6-0 Yea: All Nay: 0 Abstentions: 0 Absent: Judy Arnold and Brad Wagenknecht</p>	
<p>F. Accept Year End 2017-18 Program Reports – Napa Highlight (Attachment IIIF1 - Board Letter, Attachment IIIF2 – Program Reports, Attachment IIIF3 – Service Provider Reports)</p> <p>Executive Director Wilson and Fiscal Officer Swain introduced and reviewed the reports with specific focus on the Napa County reports.</p> <p>Motion made to approve 2017-18 year-end reports. M/S: Alfredo Pedroza/Jim Steele</p> <p>Motion carried: 6-0 Yea: All Nays: 0 Abstentions: 0 Absent: Judy Arnold and Brad Wagenknecht</p>	
INFORMATION / DISCUSSION ITEMS	
<p>IV. A. BrightFutures Update</p> <p>Executive Director Wilson shared the BrightFutures program provides three ways to assist youth in their career exploration. It has a database of Career Ambassadors available to provide one-on-one informational interviews</p>	

	<p>and/or classroom career talks. Secondly, it establishes one school in each county with a career hub. Lastly, it will have a mobile career unit to take services to the outer areas of the Workforce Alliance region. For example, those areas affected by the wildfires.</p>
	<p>B. State Monitoring - Follow Up and Plan of Action [Oral Update]</p> <p>Executive Director explained the Workforce Innovation and Opportunity Act (WIOA) is a heavily monitored program. The Workforce Alliance is monitored three times per year in the form of a fiscal and procurement monitoring, a program monitoring, and Equal Employment Opportunity monitoring. One outcome of this year's fiscal and procurement monitoring was the position of the Executive Director. On the Napa County Health and Human Service Agency (NHSA) organizational chart this position reports to the Director of NHSA's Self-Sufficiency Department. The position was moved to report to the Director of NHSSA. The state wants an agreement between NCHSA, the Workforce Alliance Governing Board and the Workforce Alliance Regional Workforce Development Board that clearly states the Executive Director reports to the Governing Board to ensure all parties have the same level of understanding regarding who provides direction to the Executive Director. Per this process, Workforce Alliance staff will draft an agreement with legal counsel and present it to the Governing and Regional Workforce Development Boards upon completion of a final draft.</p>
	<p>C. Innovation Fund Highlight – XR Marin Training Center</p> <p>The committee agreed to postpone this item to a future meeting.</p>
	<p>D. Local and Regional Plan Update – What to Expect (Attachment IVD1 - Board Letter)</p> <p>Chief Strategist, Racy Ming shared the state is requiring each local board to update its strategic plan that was developed two years ago. The state wants the updated local plans to be in alignment with the required Regional Strategic Plans. Plans are due by March 30, 2019. There is an emphasis on working with re-entry and the state is currently preparing to launch the initiative, Prison to Employment, which will make available \$37 million of general fund money to flow through workforce regions. The regional plans will need to speak to how these funds will be deployed. The Workforce Alliance as part of the North Bay Employment Connection (NBEC) region, will apply for PTE funding. At present the amount of money potentially available to the NBEC region is unknown. The committee also discussed the section of the local plan requiring data and information on Competitive Integrated Employment (CIE) and the definition of CIE, and if any representatives from the required communities of the local plan hold membership in the Workforce Alliance's subcommittees and/or RWDB.</p>
	<p>E. Establishment of Workforce Development Board - Policy and Oversight Committee [Oral Update]</p> <p>Executive Director Wilson shared with the board that the RWDB Executive Committee at its meeting on August 8, 2018, acted to establish a regionally configured policy and oversight committee composed of representatives from each of the four-member counties. The purpose of the committee is two-fold. First, it will review and establish policy recommendations for approval by the RWDB and in accordance with the bylaws. Secondly, the committee will assist the Executive Committee in reviewing performance of the Alliance's CareerPoint centers.</p>
MEMBER/DIRECTOR REPORTS	
V.	<p>A. Members: No member reports</p>
	<p>B. Director</p> <ol style="list-style-type: none"> 1. Fire Grant Modification This modification just occurred and upon the request of member, Jim Steele, Executive Director Wilson will schedule a time to meet with Steele to discuss the needs and services for the area. 2. Open Request for Proposals (RFP) – Consulting Services and Single Audit. The Consulting Services RFP closes on Thursday, October 11 and the Single Audit RFP closes on Thursday, October 4. The goal of the Consulting Services RFP is to build the Workforce Alliance's current pool of consultants that provide a variety of services.

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| | <p>3. Established Mendocino Workforce Subcommittee
The committee agreed move this item to the next meeting's agenda.</p> |
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| VI. | <p>A. Next Meeting Agenda Items</p> |
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	<p>President Connolly announced the next meeting for Thursday, November 8, 2018 and adjourned the meeting at 10:30.</p>
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