



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

**Wednesday, November 4, 2020  
9:00 AM**

**WANB Administrative Office  
1546 First Street, Second Floor, Napa  
Call-in number: +16699009128, Meeting ID: 973 2778 1989, Passcode: 472597**

**CALL TO ORDER**

- |    |      |                                       |
|----|------|---------------------------------------|
| I. | 9:00 | A. Introductions<br>B. Public Comment |
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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

- |     |  |   |
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| II. |  | A. Approve October 14, 2020 Meeting Minutes [Attachment II.A] |
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**REGULAR CALENDAR**

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| III. |  | <p>A. Form 700 – late filers fine (<b>Action</b>)<br/>Staff will report out on Form 700 efforts and will request action to fine non-filers as mandated by the California Fair Political Practice Commission.</p> <p>B. One-Stop and Career Services Request for Proposal – Committee will discuss final timeline and release Request for Proposals process for CareerPoint North Bay Centers (<b>Action</b>)</p> |
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**INFORMATION / DISCUSSION ITEMS**

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|-----|--|---|
| IV. |  | <p>A. Virtual Job Fair [Attachment IV.A]<br/>             a. Marin November 16<sup>th</sup><br/>             b. Lake &amp; Mendocino November 17<sup>th</sup><br/>             c. Napa November 20<sup>th</sup></p> <p>B. Job Posting Analytics Reports for July - September [Attachment IV.B]</p> <p>C. Monthly Newsletter</p> |
|-----|--|---|

**MEMBER / DIRECTOR REPORTS**

- |    |  |   |
|----|--|---|
| V. |  | <p>A. Member</p> <p>B. Director<br/>             a. State Level Updates</p> |
|----|--|---|

**ADJOURN**

- |     |  |            |
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| VI. |  | A. Adjourn |
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ATTACHMENT II.A

REGIONAL WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE MEETING  
MINUTES

Wednesday, October 14, 2020  
9:00 AM



WANB Administrative Office  
1546 First Street, Second Floor, Napa

Call-in number: +16699009128, Meeting ID: 975 8497 2033, Password: 786573

CALL TO ORDER

I.	9:00	<p>A. Introductions</p> <p>Executive Committee Chair Jeri Hansen called the meeting to order at 9:00 AM.</p> <p>Members Present: Executive Committee Chair Jeri Hansen; Policy &amp; Oversight Subcommittee Chair David Tam; Mendocino Advisory Subcommittee Chair Lene Vinding; Napa Advisory Subcommittee Chair Amar Inalsingh; Marin Advisory Subcommittee Chair Suzie Byrne; Lake Advisory Subcommittee Vice Chair Annette Lee.</p> <p>Workforce Alliance Staff Present: Executive Director, Bruce Wilson; Workforce Development Specialist, Sylwia Palczewska; Business Services Representative, Stacey Caico; Fiscal &amp; HR Officer Taylor Swain; Workforce Development Specialist Doug Orlando; Operations Officer Laura Davis.</p> <p>B. Public Comment</p> <p>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>A. Approve August 12, 2020 Meeting Minutes [Attachment II.A]</p> <p>Motion made to approve Consent Calendar M/S Amar Inalsingh / Lene Vinding Motion carried: 4-0 Yea: 4 Nay: 0 Abstentions: Suzie Byrne, Annette Lee Absent: Maureen Mulheren</p>
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REGULAR CALENDAR

III.		<p>A. Contract – Ratification and approval for the following contract (Action)</p> <ul style="list-style-type: none"><li>a. New revenue Agreement with Sonoma County Health and Human Services for a max of \$70,000. Regional Program Implementation 3.0 grant.</li></ul> <p>Motion made to approve requested action M/S Lene Vinding / Suzie Byrne Motion carried: 6-0 Yea: 6 Nay: 0 Abstentions: 0 Absent: Maureen Mulheren</p> <p>B. One-Stop and Career Services Request for Proposal – Committee discussed the upcoming Request for Proposals process for CareerPoint North Bay Centers (Action)</p> <p>Board members discussed the upcoming Request for Proposals (RFPs) for CareerPoint North Bay Centers, its content, and the general timeline: releasing RFPs in November 2020, responses due by the end of January 2021, and selection made in April 2021.</p> <p>Motion made to approve Request for Proposals process for CareerPoint North Bay Centers with the outlined timeline M/S Suzie Byrne / Lene Vinding Motion carried: 6-0 Yea: 6 Nay: 0 Abstentions: 0 Absent: Maureen Mulheren</p> <p>C. WANB Board Membership Roster &amp; Officers – Committee reviewed membership roster &amp; terms.</p>
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MEMBER/DIRECTOR REPORTS

IV.		<p>A. Member Jeri Hansen shared about Napa Chamber of Commerce initiative regarding CARES Act grant.</p> <p>B. Director</p> <ul style="list-style-type: none"><li>a. AB 1457 Update</li><li>b. State Level Updates</li><li>c. High Roads Training</li></ul>
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ADJOURN

V.		<p>A. Adjourn The meeting was adjourned at 10:23 AM.</p>
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# VIRTUAL JOB FAIR



**SAVE THE DATES!**

**MARIN - November 16th**

**LAKE & MENDOCINO - November 17th**

**NAPA - November 20th**

**10:00 am - 1:00 pm**



## JOB SEEKERS

We are here to help you connect to your next employment opportunity.

Take part in these events and connect with multiple employers from different sectors throughout the North Bay Region.

**Click the link below to register**



**MARIN**

**LAKE &  
MENDOCINO**

**NAPA**



## EMPLOYERS

If you would like to participate in this event to promote your openings, please fill out the registration form

**EMPLOYER  
REGISTRATION FORM**

*This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. CareerPoint North Bay is a proud partner of the America's Job Center of California SM*

Questions? Contact us at  
[info@workforcealliancencorthbay.org](mailto:info@workforcealliancencorthbay.org)



# Job Posting Analytics

ATTACHMENT IV.B

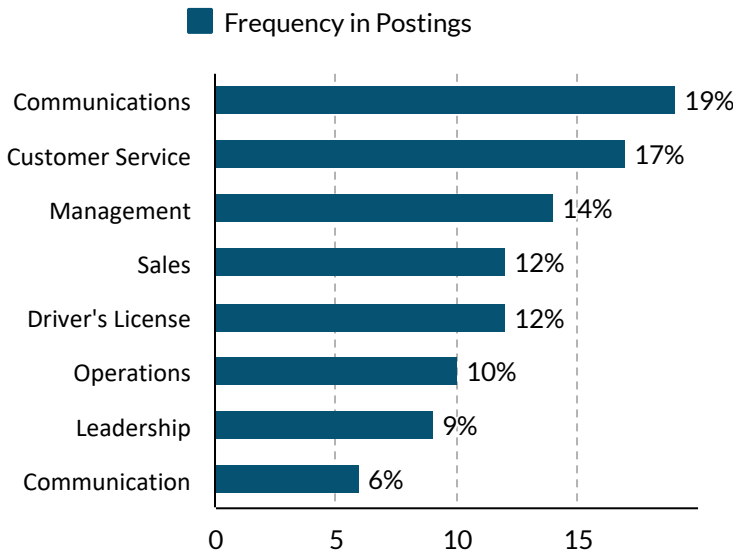
## Lake County July 2020 - September 2020

3,076 Unique Job Postings  
11,788 Total Job Postings

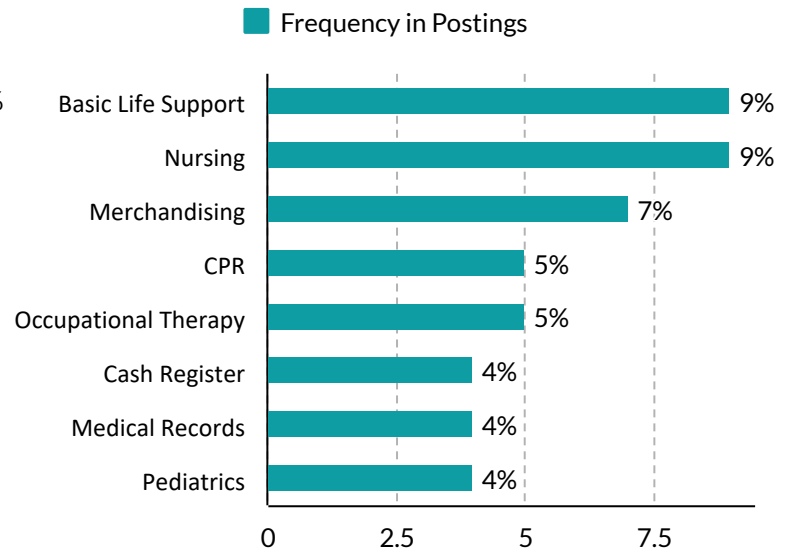


### Top Posted In-Demand Skills

#### Top Posted Soft Skills



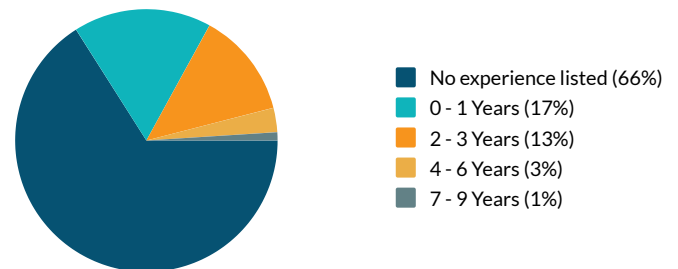
#### Top Posted Hard Skills



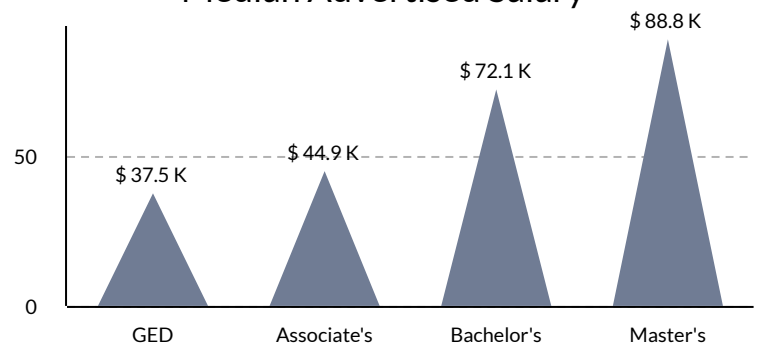
### Top Posted Qualifications



### Minimum Experience Required



### Median Advertised Salary



Prepared by Sylwia Palczewska  
Workforce Development Specialist  
Workforce Alliance of the North Bay  
[spalczewska@workforcealliancenorthbay.org](mailto:spalczewska@workforcealliancenorthbay.org)

Data provided by EMSI

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# Marin County July 2020 - September 2020

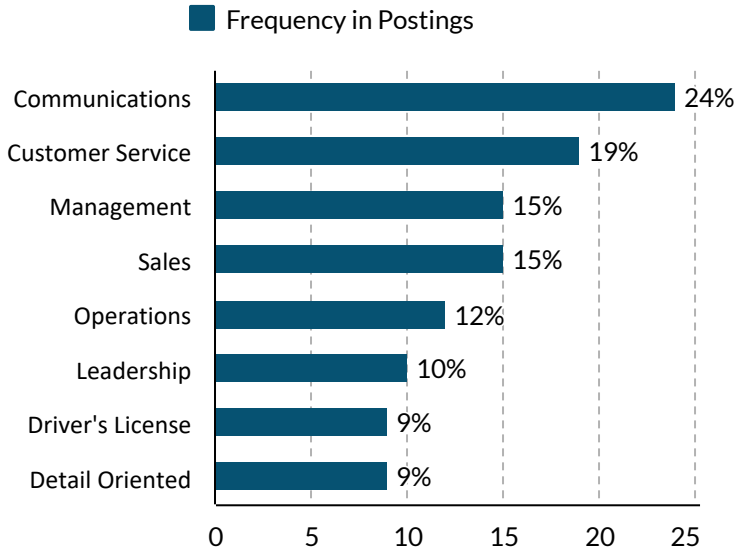


## Job Posting Analytics

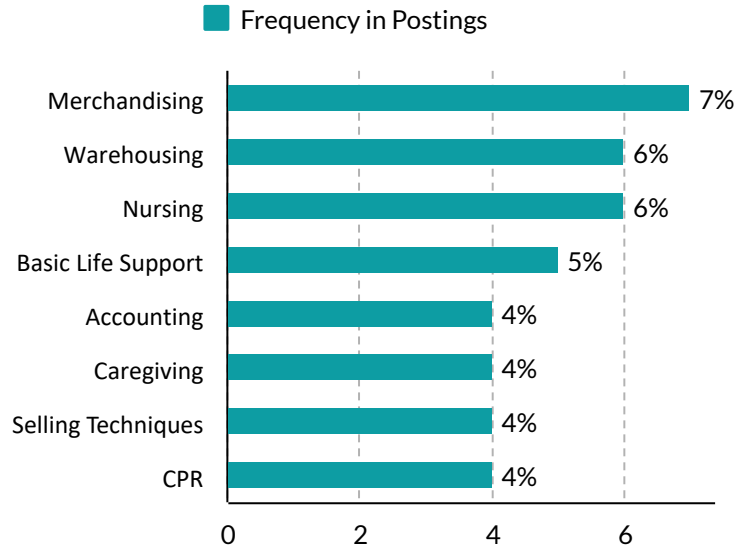
15,956 Unique Job Postings  
78,228 Total Job Postings

### Top Posted In-Demand Skills

#### Top Posted Soft Skills



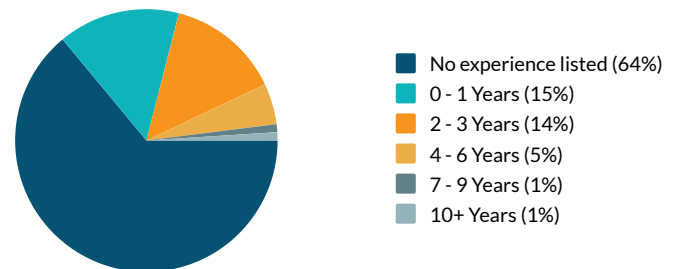
#### Top Posted Hard Skills



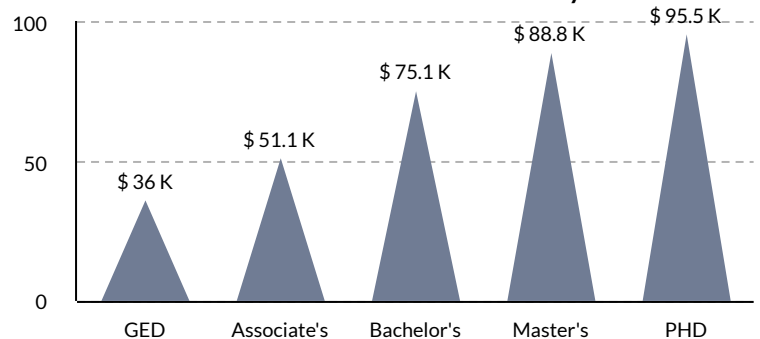
### Top Posted Qualifications



### Minimum Experience Required



### Median Advertised Salary



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# Mendocino County

## July 2020 - September 2020

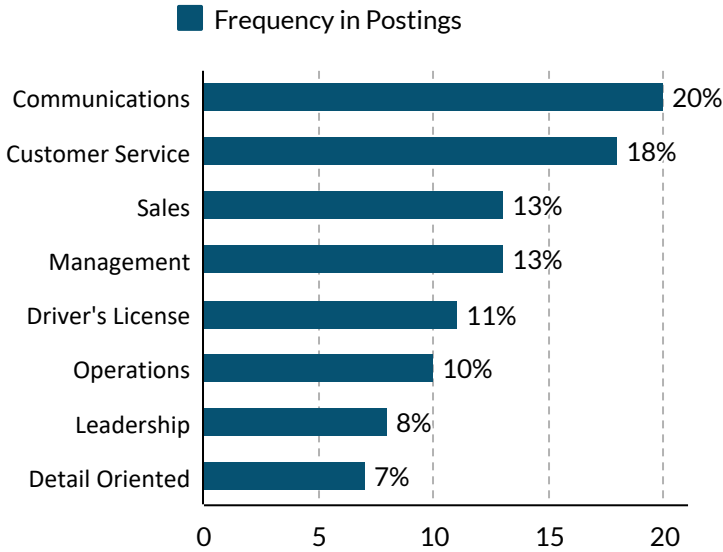


### Job Posting Analytics

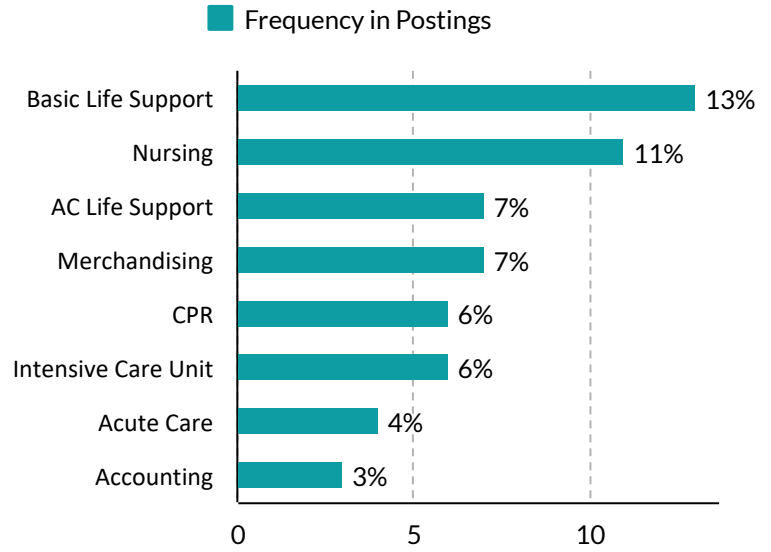
4,567 Unique Job Postings  
16,609 Total Job Postings

### Top Posted In-Demand Skills

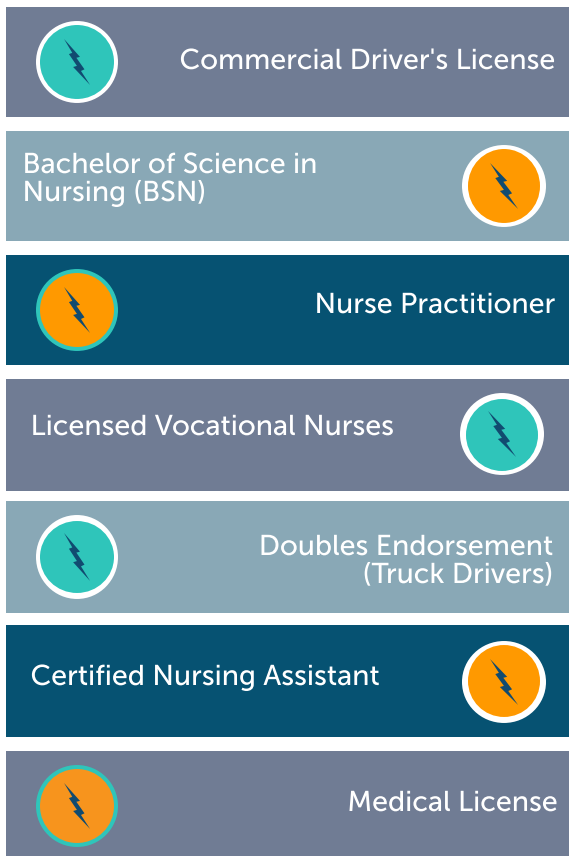
#### Top Posted Soft Skills



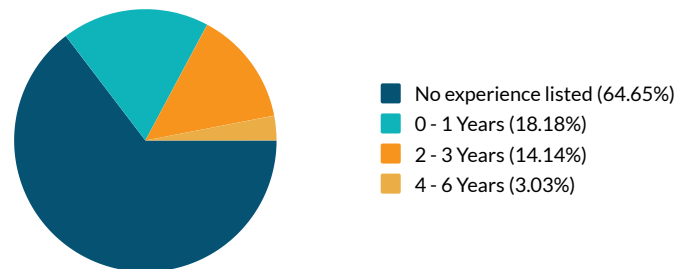
#### Top Posted Hard Skills



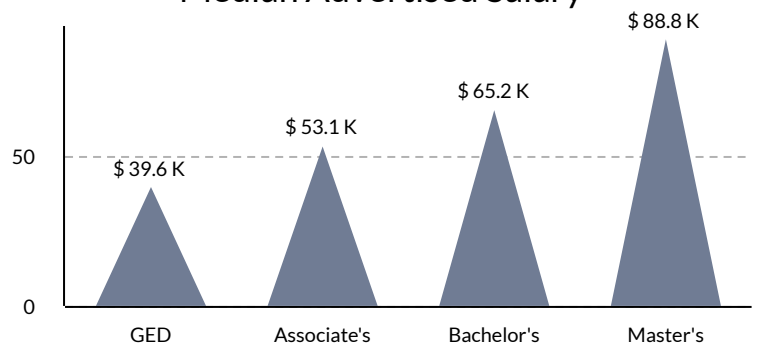
### Top Posted Qualifications



### Minimum Experience Required



### Median Advertised Salary



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# Napa County

## July 2020 - September 2020

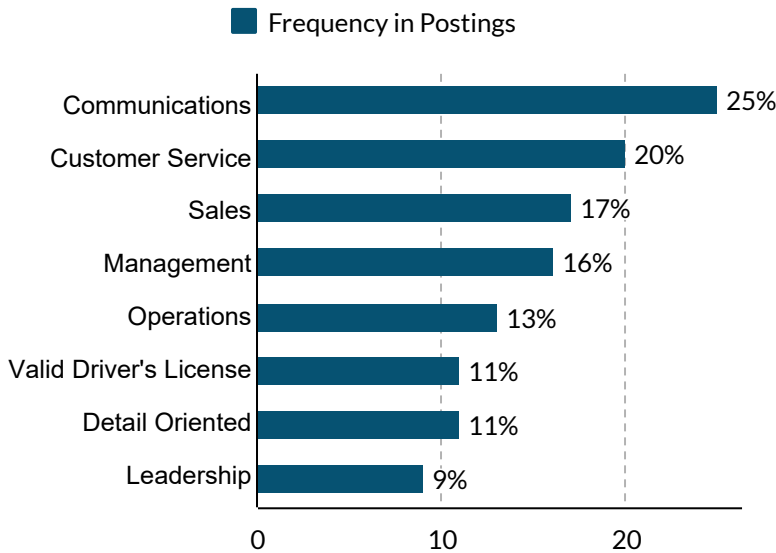


### Job Posting Analytics

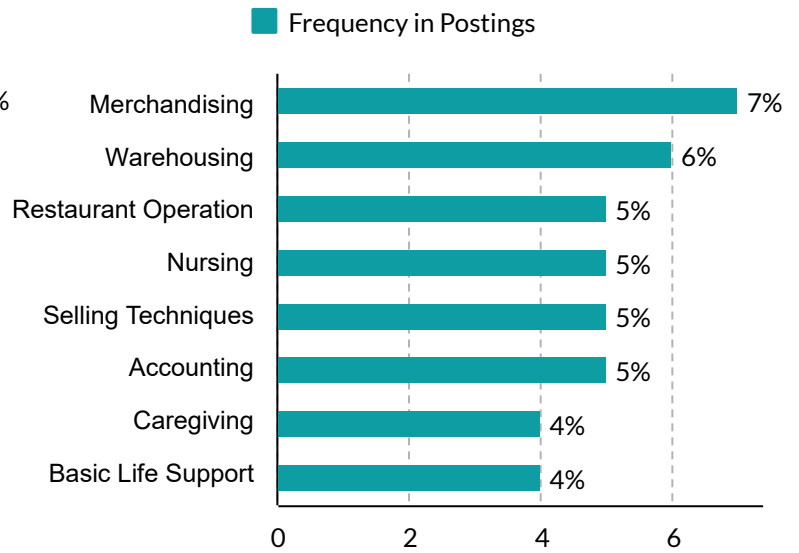
7,673 Unique Job Postings  
30,581 Total Job Postings

### Top Posted In-Demand Skills

#### Top Posted Soft Skills



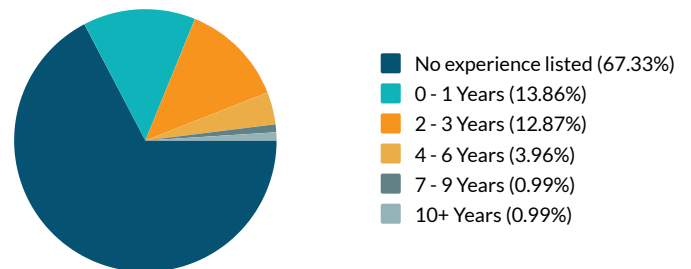
#### Top Posted Hard Skills



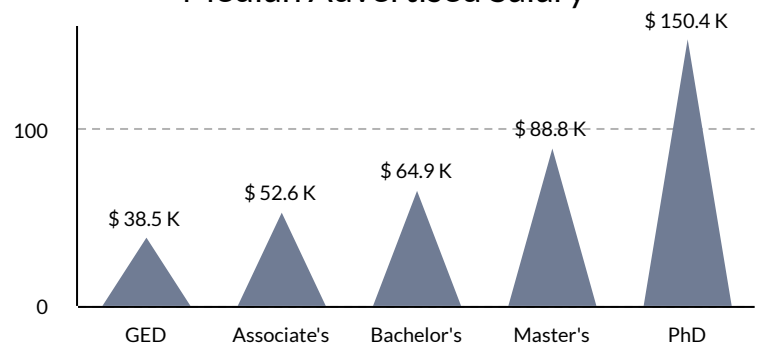
### Top Posted Qualifications



### Minimum Experience Required



### Median Advertised Salary



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