



**WORKFORCE ALLIANCE**  
**OF THE NORTH BAY**  
DRIVING WORKFORCE TALENT

## WANB EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday April 10, 2019  
9:00 AM

**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

### CALL TO ORDER

- I. Chair Jerri Hansen called the meeting to order at 9:12.
- Members Present: Executive Committee Chair Jeri Hansen; Napa Advisory Committee Chair Mary Ann Mancuso; Mendocino Advisory Committee Chair Lene Vinding, Marin Advisory Committee Chair Susan Byrne.
- Members Absent: Lake Advisory Committee Chair Monica Rosenthal
- Workforce Alliance Staff Present: Executive Director, Bruce Wilson; Operations Analyst, Sylwia Palczewska; Fiscal Officer, Taylor Swain; Business Services Representative, Stacey Caico.
- Guests: Regional Workforce Development Advisor with EDD North Bay, Tim Reynaga; Employment Development Department Manager, David Tam.
- 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.
- A. Executive Committee February 2019 Meeting Minutes [Attachment II.A]
  - B. Confirm Approval of WANB Agreements [Board Letter II.B]
  - C. Appointment of Advisory Subcommittee Nominations (Lake, Marin, Mendocino and Napa) [Board Letter II.C, Attachment II.C]
  - D. Approve WANB Policies [Attachment II.D]
    - a. Debt Collection
    - b. Property – Purchasing, Inventory, and Disposal
    - c. Oversight and Monitoring
    - d. Selective Service
    - e. Subrecipient Audit Resolution
  - E. Ratify / Accept 2<sup>ND</sup> Quarter 2018-19 Program Reports [Board Letter II.E, Attachment II.E]
- Motion made to approve items on Consent Calendar.  
M/S Mary Ann Mancuso / Suzie Byrne  
Motion carried: 4-0  
Yea: 4  
Nay: 0  
Abstentions: 0  
Absent: Monica Rosenthal

## REGULAR CALENDAR

### III. A. Discuss 2019 Regional Workforce Board Meeting Schedule [Attachment III.A] (Possible Action)

Executive Director Wilson explained that he would like to keep only two Regional Workforce Board Meetings per year instead of four. He stated that the meeting should be a significant learning event and two meetings per year will be more productive. Chair Hansen agreed and added that board members should be aware of their commitment and be ready to dedicate their time to the Workforce Board.

Motion made to change Regional Workforce Board schedule from four meetings per year to two.

M/S Suzie Byrne / Lene Vinding

Motion carried: 4-0

Yea: 4

Nay: 0

Abstentions: 0

Absent: Monica Rosenthal

### B. Approve P2E Regional Grant Proposal Application [Board Letter III.B] (Action)

Executive Director Wilson explained that Workforce Alliance of the North Bay (WANB) wants to better serve our communities. Together with Sonoma and Solano Counties, WANB applied for Prison 2 Employment (P2E) Regional Grant.

Motion made to approve P2E Regional Grant Proposal Application.

M/S Mary Ann Mancuso / Suzie Byrne

Motion carried: 4-0

Yea: 4

Nay: 0

Abstentions: 0

Absent: Monica Rosenthal

### C. Approve Local and Regional Workforce Development Plan Update [Board Letter III.C] (Action)

Motion made to approve Local and Regional Workforce Development Plan Update.

M/S Mary Ann Mancuso / Suzie Byrne

Motion carried: 4-0

Yea: 4

Nay: 0

Abstentions: 0

Absent: Monica Rosenthal

### D. Approve Memorandum of Understanding (MOU) with Napa County Board of Supervisors and Governing Board outlining structure and responsibilities [Board Letter III.D, Attachment III.D] (Action)

Executive Director Wilson said that State asked for a document that clearly outlines the roles and responsibilities for the Napa Board of Supervisors, Workforce Development Board, and Chief Local Elected Official. Wilson explained that WANB is a separate government Agency and then explained each party's role.

Motion made to Approve Memorandum of Understanding (MOU) with Napa County Board of Supervisors and Governing Board outlining structure and responsibilities.

M/S Lene Vinding / Mary Ann Mancuso

Motion carried: 4-0

Yea: 4

Nay: 0

Abstentions: 0

Absent: Monica Rosenthal

- E. Approve Clifton Larsen Allen Single Audit Report for period ending June 2018 (Action)

Fiscal Officer Swain confirmed that WANB met deadline for an audit and gave details on audit findings. There was one finding, which was that expenses were not being accrued at the end of the fiscal year correctly. This problem is easily corrected by providing Marin accurate detail on which year funds belong in when sending invoices for payment or drawing down cash from the state.

Motion made to approve Clifton Larsen Allen Single Audit Report for period ending June 2018.

M/S Suzie Byrne / Mary Ann Mancuso

Motion carried: 4-0

Yea: 4

Nay: 0

Abstentions: 0

Absent: Monica Rosenthal

#### INFORMATION / DISCUSSION ITEMS

- IV. A. Board Member Orientation & Engagement

Executive Director Wilson explained that he is meeting with each board member to give more insight on board member job description and to outline board member roles and responsibilities. After he'll meet with all board members, Wilson will get back with the meetings recap.

#### MEMBER / DIRECTOR REPORTS

- V. A. Member

Chair Hansen suggested forming communication committee for better communication between board members. Mendocino Advisory Committee Chair Vinding said that WANB should explore possible cooperation with the public library in Ukiah.

- B. Director

#### ADJOURN

- VI. A. Next Meeting

The meeting was adjourned at 10:19 AM.

Next Executive Committee meeting is May 8<sup>th</sup>, 2019.