



MEETING MINUTES
REGIONAL WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING
AMENDED AGENDA

Wednesday, May 9, 2018
 9:00 AM

Locations:

- 21735 Dry Creek Cut Off, Middletown, CA 95461
- 17 East Sir Francis Drake Blvd., Larkspur, CA 94939
- 3835 North Freeway Blvd., Suite 140, Sacramento, CA 95833
- 7601 Mendham Ct., Elk Grove, CA 95758
- 1546 First Street, Second Floor, Napa, CA 94559

CALL TO ORDER

I.	<p>Meeting called to order at 9:09 am by Vice-chair David Zwicky</p> <p>Present: Vice-chair David Zwicky, Monica Rosenthal, Paul Castro and Mary Ann Mancuso Absent: Chair Jeri Hansen and Windi Snearly</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>Vice-chair Zwicky opened the Consent Calendar for discussion.</p> <p style="padding-left: 20px;">A. March 14, 2018 Meeting Minutes (Attachment A)</p> <p>Motion made to approve March 14, 2018 meeting minutes with correction to Section 3A to reflect the contract amount for Napa Hospitality Industry Partnership as \$6,900 and Napa Small Business Development Center as \$10,400. M/S: Mary Ann Mancuso/Paul Castro</p> <p>Motion carried 4-0 Yes: David Zwicky, Monica Rosenthal, Paul Castro and Mary Ann Mancuso Nay: 0 Abstentions: 0 Absent: Jeri Hansen and Windi Snearly</p>
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REGULAR CALENDAR

III.	<p style="padding-left: 20px;">A. 2018-19 State Allocations to WANB (Action)</p> <p>The State of California has released 2018-19 allocations for Adult, DW and Youth. State staff will be at the board meeting to share and explain how the funding amount was determined. Upon approval by Executive Committee, WANB staff will modify Adult, DW and Youth provider contracts for the approved subcounty amounts.</p> <p>Workforce Alliance Executive Director, Bruce Wilson, introduced Employment Development Department, Regional Advisor to the Workforce Alliance, Tim Reynaga, who called into the meeting from Sacramento. Regional Advisor Reynaga was invited to the meeting to explain the process utilized by the state to determine local allocations. Executive Director Wilson shared with the committee that the Employment Development Department (EDD)</p>
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decreased funding for program year 2018-19 by an estimated \$200,000 due to the decrease in the region's unemployment rate. Executive Director Wilson also shared with the committee 10% of allocations are traditionally set aside for administrative costs. Regional Advisor Reynaga explained the Department of Labor (DOL) determines state allocations and in California the EDD determines local allocations. He supported Executive Director Wilson's claim that a maximum of 10% of allocations are allowed by the State to be used towards administrative costs and the decrease in funding was related to the region's decrease in unemployment. He also stated the membership of Lake County in the Workforce Alliance, with its current unemployment rate, staved off any further decrease.

The committee discussed sending a letter to state politicians addressing the positive work of the Workforce Alliance and need for funding to support business-oriented services and projects. The committee questioned the status of current contracts, performance and the method that will be used to determine service provider allocations. It was acknowledged by committee members that this topic needed more time for discussion and a "Special" meeting was suggested.

Motion made to: 1) accept allocations; 2) withhold 10% for administrative costs; 3) hold a Special Executive Committee meeting to discuss current service provider contracts and to plan for program year 2018-19; and 4) send a letter to State officials regarding the 2018-19 allocations, the positive impact of the Workforce Alliance on the regional community, and the need for funding to support Workforce Alliance business-related projects. M/S: Mary Ann Mancuso/ Monica Rosenthal

Motion carried 4-0

Yes: David Zwicky, Monica Rosenthal, Paul Castro and Mary Ann Mancuso

Nay: 0

Abstentions: 0

Absent: Jeri Hansen and Windi Snearly

B. DW to Adult Transfer Request (Action)

CareerPoint Marin has requested a second transfer of funds from Dislocated Worker to Adult to reflect actual performance.

Executive Director Wilson stated CareerPoint Marin's request to transfer funding is supported by the Workforce Alliance. He stated its current performance outcomes are good and based on Marin County's current low unemployment rate, it is a logical move to ensure funding for Adult clients.

Motion made to approve DW to Adult transfer request by CareerPoint Marin. M/S: Paul Castro/David Zwicky

Motion carried 4-0

Yes: David Zwicky, Monica Rosenthal, Paul Castro and Mary Ann Mancuso

Nay: 0

Abstentions: 0

Absent: Jeri Hansen and Windi Snearly

C. Consideration of a Sole Source Contract for Business Services (Action)

Staff released a Request for Proposal for an organization to provide full-time business and rapid response services in the WANB region. Only one proposal was received, which was from the Mendocino Private Industry Council, Inc. (MPIC). Executive Committee will consider approval of sole source contract with MPIC, Inc., for an amount not to exceed \$105,000 per year. If approved, the contract will result in an employee loan agreement between MPIC and the WANB.

Executive Director Wilson presented to the committee that the former Business Services Engagement Representative for Mendocino County, Debra Dockins, resigned and positioned the Workforce Alliance to put out a Request for Proposal. Based on MPIC's current performance and work as a service provider and knowing the experience and skill of the designated employee for the position, Stacey Caico. Executive Director Wilson requested approval.

Motion made to approve sole source contract between the workforce Alliance and MPIC for an amount not to exceed \$105,000 per year. M/S: Mary Ann Mancuso/Monica Rosenthal

Motion carried 4-0

Yes: David Zwicky, Monica Rosenthal, Paul Castro and Mary Ann Mancuso

Nay: 0

Abstentions: 0

Absent: Jeri Hansen and Windi Snearly

- D. Innovation Fund – Hospitality Industry Partnership’s Fiscal Agent (Action)
Hospitality Industry Partnership (HIP) has requested approval of a new fiscal agent - the Napa County Office of Education, Napa Learns.

Executive Director Wilson presented to the committee that Napa Hospitality Industry Partnership’s (HIP) fiscal agent Destination Napa Valley ended their contract. HIP would like to move forward and contract the fiscal services of Napa County Office of Education, Napa Learns.

Motion made to approve Napa County Office of Education, Napa Learns, as HIP’s new fiscal agent. M/S: Mary Ann Mancuso/Monica Rosenthal

Motion carried 4-0

Yes: David Zwicky, Monica Rosenthal, Paul Castro and Mary Ann Mancuso

Nay: 0

Abstentions: 0

Absent: Jeri Hansen and Windi Snearly

INFORMATION/DISCUSSION ITEMS

IV. A. April 26th Strategic Planning Reactions

The committee members agreed the retreat was engaging and productive and resulted in some fruitful discussions, specifically around the role of business. The members would like the conversation regarding the role of business under WIOA and on the board and the potential implications to continue to ensure all members understand the new direction.

Executive Director Wilson shared that after the retreat two areas of focus, the Governing Board by-laws and the Executive Director Loan Agreement between the Workforce Alliance and the County of Napa, Health and Human Service Agency, are under revision and will be presented to the Governing Board at its next scheduled meeting.

MEMBER/DIRECTOR REPORTS

V. A. Member
No member reports.

B. Director

Executive Director Wilson met with Anita Maldonado, Executive Director of California Human Development (CHD), to discuss a partnership for the use of an underutilized RV owned by CHD. The partnership will allow for both CHD and the Workforce Alliance to use the RV as a mobile CareerPoint to reach job seekers in the outer areas of each county under the Workforce Alliance.

Executive Director Wilson informed the committee, high school career hubs, an idea resulting from the retreat is in motion. The career hubs will be branded Bright Futures and use technology to connect students to businesses to conduct career information activities. Traditional career exploration and job search activities such as workshops will also be provided. Marin County Office of Education and Napa County Office of Education have formally agreed to enter into this partnership. Executive Director Wilson is set to meet with Mendocino Office of Education. He is currently trying to connect with Lake County Office of Education.

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VI.

A. Next Meeting Location and Agenda Items

Vice-chair David Zwicky adjourned the meeting at 10:20.