



## Mendocino Advisory Subcommittee Meeting Agenda

**Thursday, August 22, 2019  
3:30 PM**

**CareerPoint MENDO, 2550 N. State Street, Ste.3, Ukiah**

CALL TO ORDER	
I.	<ul style="list-style-type: none"> <li>A. Call to Order &amp; Introductions</li> <li>B. Public Comment</li> </ul>
CONSENT CALENDAR	
<p>These matters typically include routine financial or administrative <b>action items</b> requiring a vote. Any item will be discussed separately at the request of any person. Items are approved with one single motion</p>	
II.	<ul style="list-style-type: none"> <li>A. Approval of May 23, 2019 Meeting Minutes [Attachment II. A]</li> </ul>
REGULAR CALENDAR	
III.	<ul style="list-style-type: none"> <li>A. Modification to MPIC CareerPoint Mendocino contract for the following not to exceed amounts: <b>(Action)</b> <ul style="list-style-type: none"> <li>Adult – \$194,686</li> <li>DW – \$147,807</li> <li>OSO – \$29,781</li> <li>Youth – \$203,378</li> </ul> </li> <li>B. CareerPoint Mendocino plan on PY 18/19 unspent Adult and DW training funds <b>(Action)</b> CareerPoint Mendocino has unspent training funds in the amount of: Adult – \$4,495.97 DW – \$21,726.22. CareerPoint Staff will present a specific plan for spending training funds and seek approval to carry forward.</li> <li>C. Review and accept 4th Quarter CareerPoint Mendocino Dashboard Report [Attachment III.C] <b>(Action)</b></li> <li>D. Approve of Storm Grant in the amount of \$360,000 for both Lake and Mendocino counties <b>(Action)</b></li> </ul>
INFORMATION / DISCUSSION ITEMS	
IV.	<ul style="list-style-type: none"> <li>A. One-Stop System Design</li> <li>B. Prison to Employment \$40,000 contract with Mendocino County Sheriff</li> <li>C. Mendocino Biz Resource Fair - Disaster Recovery Services</li> </ul>
MEMBER / DIRECTOR REPORTS	
V.	<ul style="list-style-type: none"> <li>A. Member</li> <li>B. Director <ul style="list-style-type: none"> <li>a. Conflict of Interest Code Revisions [Attachment V.B]</li> <li>b. Board Orientation Packet online</li> </ul> </li> </ul>
ADJOURN	
VI.	<ul style="list-style-type: none"> <li>A. Adjourn</li> </ul>



## ATTACHMENT II.A

# Mendocino Advisory Subcommittee Meeting Minutes

Thursday, May 23, 2019  
3:30 PM

CareerPoint MENDO, 2550 N. State Street, Ste.3, Ukiah

### CALL TO ORDER

I.	<p>A. Call to Order &amp; Introductions</p> <p>Chair Lene Vinding called the meeting to order at 3:40 PM.</p> <p>Members Present: Megan Barber- Allende (Vice Chair), Frank Cuneo, Jesse Damian, William Feather, Heather Gurewitz, Pam Jensen, Christy Pedroncelli-Smith, Lene Vinding (Chair).</p> <p>Members Absent: Paul Castro, Maureen Mulheren.</p> <p>Workforce Alliance Staff Present: Executive Director, Bruce Wilson, &amp; Business Outreach, Stacey Caico</p> <p>Guests: MPIC Executive Director Candy De Los Santos, Mendocino County, District III Supervisor, John Haschak, Team Manager, Dept. of Rehabilitation, Aimee Swearengin.</p> <p>B. Public Comment</p> <p>William Feather shared that he would like to organize a 2-day fair for inmates. He envisions the first day being a job fair with employers and second day a resource fair with all available resources.</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. Approval of February 28, 2019 Meeting Minutes [Attachment II. A]</p> <p>Motion made to approve of February 28, 2019 Meeting Minutes with two corrections: on item IV.A typo in Christy Pedroncelli-Smith and on item V.A 150 attendees instead of 15.</p> <p>M/S: Christy Pedroncelli-Smith / Frank Cuneo</p> <p>Motion carried: 8-0</p> <p>Yea: 8</p> <p>Nay: 0</p> <p>Abstentions: 0</p> <p>Absent: Paul Castro, Maureen Mulheren.</p>
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### REGULAR CALENDAR

III.	<p>A. Approve appointment to the Workforce Alliance Mendocino Advisory Committee [Attachment III.A]: <b>(Action)</b></p> <p>a. Aimee Swearengin</p> <p>Motion made to approve appointment to the Workforce Alliance Mendocino Advisory Committee.</p> <p>M/S: Heather Gurewitz / Pam Jensen</p> <p>Motion carried: 7-0</p> <p>Yea: 7</p> <p>Nay: 0</p> <p>Abstentions: Aimee Swearengin</p> <p>Absent: Paul Castro, Maureen Mulheren.</p> <p>B. Accept nominations/requests for appointment to the Regional Workforce Development Board in the</p>
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following categories: (Action)

- a. Business
- b. Post-Secondary Education

There was no nomination made. Executive Director Wilson explained how the Workforce System works and what are the WANB roles. He also outlined the Governing Board, Regional Workforce Development Board, and the Advisory Subcommittees responsibilities.

C. Review and Accept 3rd Quarter CareerPoint Dashboard Report (Action)

- a. Program operators will have the opportunity to highlight challenges and successes of their respective programs.

Executive Director Wilson presented 3rd Quarter CareerPoint Dashboard Report. Candy De Los Santos presented the updated numbers for the CareerPoint Mendocino as of end of April and she feels confident the 30% training money requirement will be achieved. Board members requested to see information on what geographic areas we serve, where do people coming to Career Center live. They also suggested using CareerPoint bus in order to get our services to people who live in other parts of the county and have trouble getting to Ukiah.

Motion made to accept 3rd Quarter CareerPoint Dashboard Report

M/S: Jesse Damian/ Frank Cuneo

Motion carried: 8-0

Yea: 8

Nay: 0

Abstentions: 0

Absent: Paul Castro, Maureen Mulheren.

D. Approval in concept of CareerPoint Partners MOU with the Workforce Alliance of the North Bay Workforce board (Action)

Motion made to approval in concept of CareerPoint Partners MOU with the Workforce Alliance of the North Bay Workforce board

M/S: Pam Jensen / Megan Barber- Allende

Motion carried: 8-0

Yea: 8

Nay: 0

Abstentions: 0

Absent: Paul Castro, Maureen Mulheren.

E. Discuss on CareerPoint Mendo org chart and disability access.

Candy De Los Santos presented MPIC organizational chart.

F. Discuss an event with Elected Officials.

Executive Director Wilson expressed that he would like more Elected Officials to learn about workforce system.

#### INFORMATION / DISCUSSION ITEMS

IV.

A. Board Development Training

At the direction of the Workforce Alliance Executive Committee, staff has invested considerable attention to board member development. Staff will review training outline with members and seek input. [Attachment IV.A]

Executive Director Wilson is in process of preparing materials for the board member orientation binders. Binders will be distributed at the Regional Workforce Development Board meeting on June 13. Board members expressed their interest and excitement.

B. Regional Workforce Development Board Logistics

Staff will update board members on upcoming regional board meeting and logistics.

	<p>All Advisory Subcommittee members are invited to join the Regional Workforce Development Board meeting on June 13, at the Sonoma State University. Calendar invites were sent to all members, details with directions, instructions where to park, and the campus map will be sent 2 weeks before the meeting.</p> <p>C. P2E Program (Update) Committee will hear an update of how the State's P2E initiative is being implemented. Staff will seek input on opportunities.</p> <p>Executive Director Wilson reported that he is interested in working with William Feather and Department of Rehabilitation.</p>
MEMBER/DIRECTOR REPORTS	
V.	<p>A. Member</p> <p>William Feather suggested that CarrerPoint should be open from 8:00 AM to 5:00 PM without closing the door for the lunch time.</p> <p>B. Director</p> <p>Total allocations for the Workforce Alliance of the North Bay dropped by 8%. Per our Joint Powers Authority formation documents, the Alliance allocates funds to each county based on the formulas provided by the State of California. Allocations for Mendocino County stayed almost the same, Lake County gained some money but Napa and Marin got cuts. Napa County got significant cuts and our regional advisor stated that these are based on economic indicators and Napa's allocation was reduced due to their economy doing better in relation to other areas.</p>
ADJOURN	
VI.	<p>A. Future Agenda Items</p> <p>Chair Vinding adjourned the meeting at 5:12PM</p>

## Workforce Alliance of the North Bay

### Q4|PY18-19

## CareerPoint Mendocino

### WIOA Levels of Service

#### Bronze

Self Access Services



**CareerPoint**  
1,869 Individuals  
6,890 Visits  
1013 Repeat Customers

**\$80K**

#### Silver

Staff Assisted Services



**WIOA Program**  
79 Participants  
35 Adults  
44 Dislocated Workers

**\$289K**

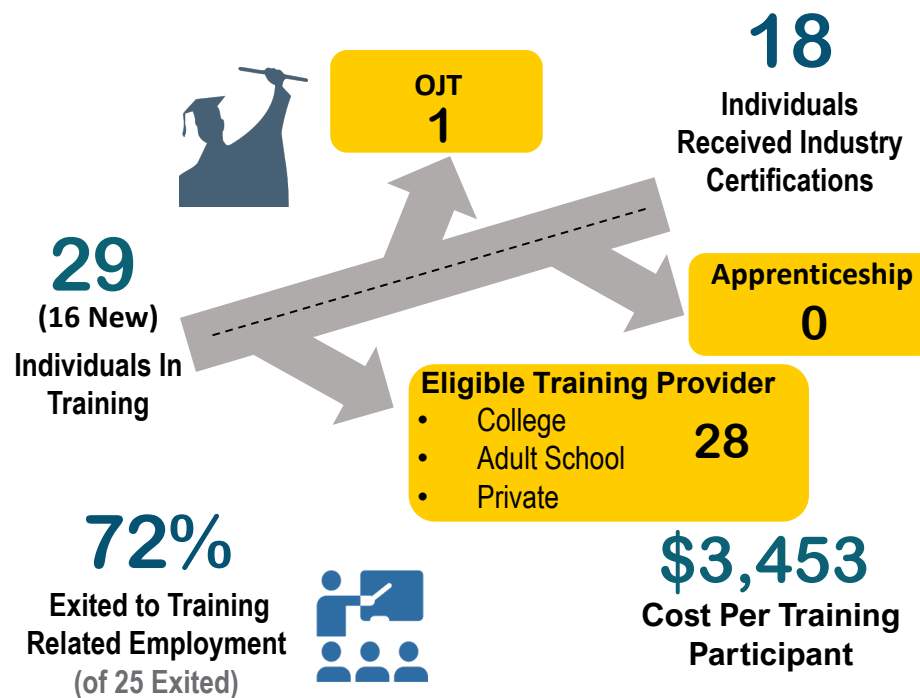
#### Gold

Training Services

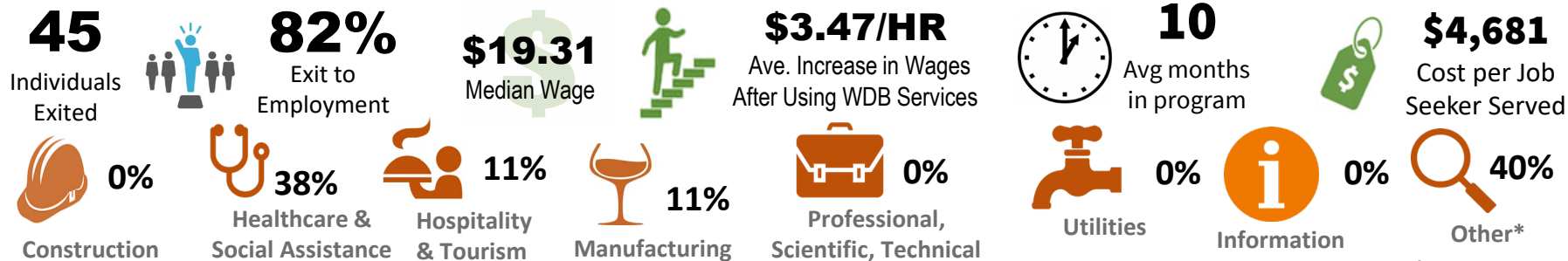


**WIOA Training**  
29 Recipients  
20 Adults  
9 Dislocated Workers

### WIOA Training Services



### WIOA Program Employment Outcomes



## WIOA Adult & DW Priority of Service



Basic Skill  
Deficient  
**1%**



Low Income  
**40%**



CalFresh  
**16%**



Military  
Veterans  
**10%**

## Business Services

**22**

New Businesses  
Engaged

**402**

Active Business  
Engagements

**3**

Rapid Response  
Events

**5**

Recruitment  
Events Held

## WIOA Adult & DW Barriers to Employment



Disability  
**6%**



Homeless  
**3%**



Justice Involved  
**4%**



English Language  
Learner  
**1%**



Single Parent  
**9%**



In-School  
Youth  
**15%**



Out of School  
Youth  
**85%**

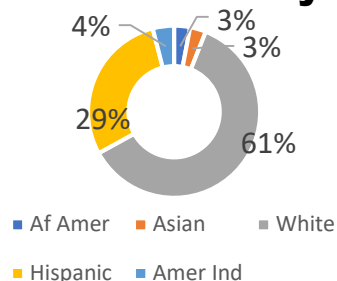


WEX  
**57%**

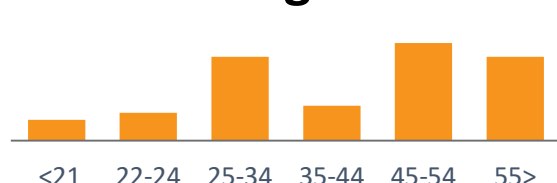
## WIOA Youth Details

## Program Participant Demographics

### Race/ Ethnicity



### Age



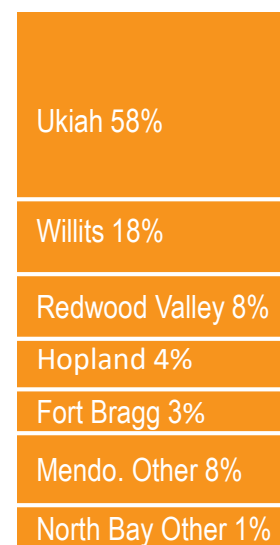
**39%**  
Male



**61%**  
Female

## Geographics

### Cities of Residence



## ATTACHMENT V.B

### NOTICE OF INTENTION TO AMEND THE CONFLICT OF INTEREST CODE OF THE WORKFORCE ALLIANCE OF THE NORTH BAY

NOTICE IS HEREBY GIVEN that the Workforce Alliance of the North Bay, pursuant to the authority vested in it by section 87306 of the Government Code, proposes amendment to its conflict of interest code. A comment period has been established commencing on July 11, 2019 and closing on August 24, 2019. All inquiries should be directed to the contact listed below.

The Workforce Alliance of the North Bay proposes to amend its conflict of interest code to include employee positions that involve the making or participation in the making of decisions that may foreseeably have a material effect on any financial interest, as set forth in subdivision (a) of section 87302 of the Government Code. The amendment carries out the purposes of the law and no other alternative would do so and be less burdensome to affected persons.

Changes to the conflict of interest code include:

1. Removing Local Advisory Subcommittee members – Not all Local Advisory Subcommittee members are formally appointed members of the Workforce Development Board. Those that serve on both the Workforce Development Board and the local advisory subcommittee are already considered designated positions, given their role on the WDB. Additionally, the Local Advisory Subcommittee does not have the power to make decisions. They simply consider and provide advice on workforce issues within their assigned geographic area;
2. Consolidating the Executive Director and Local Area Administrator positions. This position is filled by the same individual;
3. One Stop Operator changed to Career Service Provider – It is the Career Service Provider position that has the authority to spend and decide on the expenditure of WIOA funding;
4. Adding Mendocino Career Service Provider – The Workforce Alliance has added Mendocino County to its Joint Powers Agency;

and also makes other technical changes.

Information on the code amendment is attached to this email.

Any interested person may submit written comments relating to the proposed amendment by submitting them no later than August 24, 2019, or at the conclusion of the public hearing, if requested, whichever comes later. At this time, no public hearing is scheduled. A person may request a hearing no later than August 9, 2019.

The Workforce Alliance of the North Bay has determined that the proposed amendments:

1. Impose no mandate on local agencies or school districts.
2. Impose no costs or savings on any state agency.
3. Impose no costs on any local agency or school district that are required to be reimbursed under Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.
4. Will not result in any nondiscretionary costs or savings to local agencies.

5. Will not result in any costs or savings in federal funding to the state.
6. Will not have any potential cost impact on private persons, businesses or small businesses.

All inquiries concerning this proposed amendment and any communication required by this notice should be directed to:

Sylwia Palczewska

Workforce Development Analyst

phone: 707-699-1947

email: [spalczewska@workforcealliancenorthbay.org](mailto:spalczewska@workforcealliancenorthbay.org)



**CONFLICT OF INTEREST CODE FOR THE  
WORKFORCE ALLIANCE OF THE NORTH BAY BOARD**

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission had adopted a regulation (2 Cal. Code of Regs. Sec. 18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the Workforce Alliance of the North Bay (WANB).

Individuals holding designated positions shall file their statements of economic interest with the WANB, which will make the statements available for public inspection and reproduction. (Gov. Code Section 81008.) Upon receipt of the statements, WANB shall make and retain a copy and forward all originals to the Fair Political Practices. All statements will be retained by the WANB.

## APPENDIX A

### DESIGNATED POSITIONS

<u>Designated Position</u>	<u>Assigned Disclosure Category</u>
Workforce Alliance of the North Bay Members:	
• Governing Board	1, 2
• Regional Board	1, 2
Executive Director / Local Area Administrator	1, 2
Counsel	1, 2
Napa County Career Service Providers	1, 2
Lake County Career Service Providers	1, 2
Marin County Career Service Providers	1, 2
Mendocino County Career Service Providers	1, 2
Consultants/New Positions	*

Note: All positions other than the board members are filled by outside contractors, Napa County employees and/or Marin County employees, but act in a staff capacity for the WANB.

\*Consultants/New positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The Executive Director may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code. (Gov. Code Sec. 81008.)

## **APPENDIX B DISCLOSURE CATEGORIES**

### Category 1

Designated positions in this category must report:

Investments, business positions in business entities, and sources of income, including receipt of gifts, loans, and travel payments, from sources that provide services, supplies, materials, machinery or equipment of the type utilized by the WANB.

### Category 2

Designated positions in this category must report:

Investments, business positions in business entities, and sources of income including receipt of gifts, loans, and travel payments, from business entities and nonprofit organizations of the type that receive loans, grants or other monies from or through the WANB.