



Marin Advisory Subcommittee Meeting Agenda

**Wednesday, May 22, 2019
8:00 AM**

**Marin Office of Education
1111 Las Gallinas, Marin Room, San Rafael, CA 94903**

CALL TO ORDER	
I.	<ul style="list-style-type: none"> A. Call to Order & Introductions B. Public Comment
CONSENT CALENDAR	
<p>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</p>	
II.	<ul style="list-style-type: none"> A. Approval of September 19, 2018 & December 19, 2018 Meeting Minutes [Attachment II. A] B. Accept Workforce Alliance of the North Bay Master Meeting Calendar 2019 for Marin Advisory Subcommittee [Attachment II.B]
REGULAR CALENDAR	
III.	<ul style="list-style-type: none"> A. Ratify appointment to the Workforce Alliance Marin Advisory Committee [Attachment III.A] (Action): <ul style="list-style-type: none"> a. Katheryn Horton b. Jaemi Naish B. Accept nominations/requests for appointment to the Regional Workforce Development Board in the following categories: (Action) <ul style="list-style-type: none"> a. Business b. Post-Secondary Education C. Review and Accept 3rd Quarter CareerPoint Dashboard Report (Action) <ul style="list-style-type: none"> a. Program operators will have the opportunity to highlight challenges and successes of their respective programs. D. Approval in concept of CareerPoint Partners MOU with the Workforce Alliance of the North Bay Workforce board (Action)
INFORMATION/DISCUSSION ITEMS	
IV.	<ul style="list-style-type: none"> 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] B. Regional Workforce Development Board Logistics Staff will update board members on upcoming regional board meeting and logistics. 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.

MEMBER/DIRECTOR REPORTS	
V.	A. Member B. Director a. Allocations Update b. Fiscal Monitoring Update
ADJOURN	
VI.	A. Future Agenda Items



MEETING MINUTES
Marin Advisory Subcommittee
Meeting Agenda

Wednesday, December 19, 2018

8:00 – 9:30 am

Marin Office of Education
 Community Room
 1111 Las Gallinas
 San Rafael, CA 94903

CALL TO ORDER

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| I | <p>Jack Buckhorn, called the meeting to order at 8:17 a.m.</p> <p>Members Present: Jack Buckhorn, Melissa Cadet, Robert Eyler, Andrea Lackey, Ken Lippi, Mary Ann Perrine, Beth Pratt, Cecilia Zamora</p> <p>Members Absent: Susie Byrne, Keith Dias, Matt Egan, Kelley Hartman, Joan Prigian, Bill Scott, Hunter Stern, Mary Kay Sweeney, Joanne Webster, Rick Wells</p> <p>Workforce Alliance Staff Present: Executive Director, Bruce Wilson; Angela Cooper, Dan Daniels</p> <p>Guests: Gloria Dunn-Violin, Devin Castles, Elece Hempel PPS, Caren Cuneo, CareerPoint MARIN, Cynthia Gunselman; Marin Employment Counselor, Jesse Madsen; Marin County Office of Education</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.

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| II | <p>Buckhorn opened the Consent Calendar for discussion.</p> <p>A. Approval for September 19, 2018 Minutes (Attachment A) (Action)</p> <p>Quorum not met to approve minutes or agenda items.</p> |
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REGULAR CALENDAR

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| III | <p>Buckhorn opened the Regular Calendar for discussion.</p> <p>A. Review and Accept 1st CareerPoint Dashboard Report (Action) (Attachment B)</p> <p>Executive Director Bruce Wilson reviewed report. By law, 30% needs to go directly to the training. Currently at 9%. Obligations were reflected. Wilson reminded it is the law to spend the money, but state doesn't care about obligation, they want to see spend. Wilson reminded board to review prior to meeting and come with questions for service providers.</p> |
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	<p>Elece Hempel and Devin Castles, Petaluma People Services presented Youth Services report including the barrier of getting connected to out-of-school youth. End of November, 5 more enrolled (report reflects 3). Continuing to build partnerships to improve referrals.</p> <p>Buckhorn questioned the low participant rate and expressed concerns about the budget. Wilson responded by advising board to watch expenditure rate. Any unspent funds are returned to the state. Also, this reporting is from September. Due the meeting date, up-to-date data is not available by the meeting dates. Wilson will ask the board to change calendar to it aligns with the report. Reminded program is managed on regional basis with the goal of helping youth.</p> <p>B. Local Strategic Plan Modification (Action) Wilson did not have an update on the plan development.</p> <p>Note: Current local strategic plan is available for review at: http://workforcealliancencorthbay.org/policy-documents/</p>
INFORMATION / DISCUSSION ITEMS	
IV	<p>A. Innovation Fund Awardee (Presentation) Rob Eyler provided an overview of the Marin Economic Forum Workforce Development Project. They focused on two industries: applied business technology and hospitality. Wilson reported the next steps including recommended</p> <p>B. Presenter Gloria Dunn-Violin discussed the Post-retirement workforce. Marin has a community over 60 that is local and available to work but needs help to open door to employment. Solutions include job share with people that have kids and need flex hours.</p> <p>C. AB 1234 Ethics Training Requirement Wilson reminded the group to complete the training.</p> <p>D. Mission Moment (Presentation) Presentation from Petaluma People Services</p>
MEMBER / DIRECTOR REPORTS	
V	<p>A. Member</p> <p>Cynthia Gunselman reported that CareerPoint MARIN was successful in securing a contract for the Tech For Life computer classes and start January 7th.</p> <p>Ken Lippi reported he is starting construction Marin, its currently operating in Sonoma. Jobs available for youth post high school, full or part time. The cohort is for 20 but have received 28 apps and is funded by Ghilotti Brothers. Must be available one evening week and Saturdays. They will receive certificates in power tools, jobs safety, and fork lift certification. He is aligning with TIP program.</p> <p>Cecilia Zamora shared with the group she doesn't receive any outreach regarding the Hispanic community and reminded everyone to contact her for help.</p> <p>Beth Pratt announced the Connell Alliance, a pilot project. Also, worked with CareerPoint MARIN. The cohorts graduate in December.</p>

	<p>Jack Buckhorn is working on and all Spanish cohort is the goal for next year as well as all female cohort. He is currently on the 9th cohort.</p> <p>B. Director Wilson announced David Zwicky's resignation. Next quarter he wants to address membership and reminded all to nominate people for the board.</p>
ADJOURN	
VI	Buckhorn adjourned meeting at 9:57 a.m.



MEETING MINUTES Marin Advisory Subcommittee Meeting Agenda

Wednesday, September 19, 2018

8:00 – 9:30 am

Marin Office of Education
Community Room
1111 Las Gallinas
San Rafael, CA 94903

CALL TO ORDER

I	<p>Interim Chair, David Zwicky, called the meeting to order at 8:05.</p> <p>Members Present: David Zwicky, Jack Buckhorn, Suzie Byrne, Melissa Cadet, Keith Dias, Matt Egan, Robert Eyler, Ken Lippi, Mary Ann Perrine, Beth Pratt, Mary Kay Sweeney, Joanne Webster, Cecilia Zamora</p> <p>Members Absent: Kelley Hartman, Andrea Lackey, Joan Prigian, Bill Scott, Hunter Stern, Rick Wells</p> <p>Workforce Alliance Staff Present: Executive Director, Bruce Wilson; Board Clerk, Patricia Borrego;</p> <p>Guests: Marin WIOA Services Manager, Sherry Parr; Marin One Stop Operator, Cynthia Gunselman; Marin Employment Counselor, Josette Molloy; Marin County Office of Education, Jesse Madsen; Marin County Office of Education, Dane Lancaster</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>Interim Chair Zwicky opened the Consent Calendar for discussion.</p> <p style="padding-left: 40px;">A. Approval for June 20, 2018 Minutes (Attachment A) (Action)</p> <p>Motion made to approve meeting minutes for June 20, 2018 meeting. M/S: Mary Kay Sweeney/ Keith Dias</p> <p>Motion carried: 11-0 Yea: 11 Nay: 0 Abstentions: Suzie Byrne and Rob Eyler (did not attend June 20, 2018 meeting) Absent: Kelley Hartman, Andrea Lackey, Joan Prigian, Bill Scott, Hunter Stern, Rick Wells</p>
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REGULAR CALENDAR

III	<p>Interim Chair Zwicky opened the Regular Calendar for discussion.</p> <p style="padding-left: 40px;">A. Select Chair position for the 2018-2020 term (Action)</p>
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The nominations committee request a vote on its recommendations for chair for the term of 2018-2020.

Workforce Alliance Executive Director, Bruce Wilson, introduced the nomination of Suzie Byrne for the position of Marin Subcommittee Chair. Suzie Byrne accepted the nomination.

Motion made to approve Suzie Byrne for the position of Marin Subcommittee Chair for the term of 2018-2020. M/S: Joanne Webster/Mary Kay Sweeney

Motion carried: 12-0

Yea: 12

Nay: 0

Abstentions: Suzie Byrne

Absent: Kelley Hartman, Andrea Lackey, Joan Prigian, Bill Scott, Hunter Stern, Rick Wells

B. Membership Approval ([Attachment B](#)) (Action)

Staff request ratification of Jason Henderson's application for membership to the Marin Advisory Subcommittee.

Wilson introduced the membership application of Jason Henderson. He informed the subcommittee that the Regional Workforce Development Board Executive Committee (RWDBEC) approved the application at their September 12 meeting. He stated Henderson was introduced to the Workforce Alliance by former Marin Subcommittee Chair, Windi Snearly, Henderson is a District Manager for Wells Fargo. The subcommittee reviewed and discussed Henderson's application.

Motion made to ratify the RWDBEC's approval of Jason Henderson's application for membership to the Marin Subcommittee. M/S: Jack Buckhorn/Beth Pratt

Motion carried: 13-0

Yea: All

Nay: 0

Abstentions: 0

Absent: Kelley Hartman, Andrea Lackey, Joan Prigian, Bill Scott, Hunter Stern, Rick Wells

C. Policy and Oversight Committee (Action)

Staff request ratification of Beth Pratt's appointment to the regional policy and oversight committee.

Wilson shared with the subcommittee that the RWDBEC at its meeting on August 8, 2018, acted to establish a regionally configured Policy and Oversight Committee (POC) composed of representatives from each of the four-member counties. The purpose of the POC is two-fold. First, it will review and establish policy recommendations for approval by the Regional Workforce Development Board (RWDB), in accordance with the bylaws. Secondly, the POC will assist the RWDBEC in reviewing performance of the Workforce Alliance's CareerPoint centers. At the RWDBEC meeting on September 12, 2018 members discussed and approved Beth Pratt for membership to the POC. Beth Pratt accepted the nomination. Wilson requested ratification of this approval to members of the Marin Subcommittee.

Motion made to ratify the Regional Workforce Development Board Executive Committee's appointment of Beth Pratt to the Policy and Oversight Committee. M/S: Rob Eyler/Keith Dias

Motion carried: 12-0

Yea: 12

Nay: 0

	Abstentions: Beth Pratt Absent: Kelley Hartman, Andrea Lackey, Joan Prigian, Bill Scott, Hunter Stern, Rick Wells
INFORMATION / DISCUSSION ITEMS	
IV	<p>Newly appointed Subcommittee Chair, Suzie Byrne, opened the Information/Discussion Items section for discussion.</p> <p>A. Innovation Fund Awardee (Presentation) Innovation Fund Awardee, Marin County Office of Education, will present an update of their work on the virtual reality training program funded in part by the Workforce Alliance.</p> <p>Wilson introduced Dane Lancaster and Jesse Madsen of the XR Marin training program. Lancaster and Madsen provided information about the program and shared the project's partnership includes, in addition to Marin County Office of Education (MCOE) and the Workforce Alliance, Novato Unified School District, College of Marin, and Marin County Free Library. Flyers for upcoming virtual reality events were provided to members and included: Immersive Experiences, Beat Saber Marathon, sexual harassment training, and, training for Real Estate Agents.</p> <p>B. BrightFutures Update (Presentation) Staff will provide an update on progress to implement BrightFutures initiative.</p> <p>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 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. Wilson stated that the Workforce Alliance is currently drafting an MOU with MCOE.</p> <p>C. Mission Moment (Presentation) CareerPoint Marin operators will present a client or program success story.</p> <p>Marin WIOA Services Manager, Sherry Parr, announced that CareerPoint Marin received the Hallmarks of Excellence in the AJCC certification process. Marin Employment Counselor, Josette Molloy, shared her focus is working in the healthcare sector, one of the in-demand sectors for Marin County. She conducts outreach in the community, participates in the Homecare Aid Training Program (HATP) and participates in the Marin-Sonoma healthcare partnership. A client was scheduled to join her in the presentation, but he was unable to attend due to work. He is a Certified Nurse's Assistant, bi-lingual/bi-cultural and working full-time at an hourly wage of \$23.00 with full benefits.</p> <p>D. Local and Regional Plans Staff will brief the subcommittee on upcoming actions pertaining to local and regional planning guidance.</p> <p>Wilson announced 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. The local plan requires updated information on the following services and populations: child support; immigrant and refugee; CalFRESH, and Vocational Rehabilitation. Workforce Alliance Chief Strategist, Racy Ming, will be contacting a variety of agencies and organizations to discuss obtain information.</p>
MEMBER / DIRECTOR REPORTS	
V	<p>Chair Byrne opened the Member/Director Reports section for announcements.</p> <p>A. Member</p>

	<p>Member Joann Webster announced the San Rafael Chamber has an event scheduled for November 15, 2018, Women in Industry. Marin Subcommittee member, Mary Kay Sweeney will receive an award at this event. Member Beth Pratt announced an event at the Indian Valley College on September 29, 2018. Member Cecilia Zamora announced the screening of the movie CoCo in Spanish, on October 17, 2018 for the Latino Film Festival, Vive El Cine. Member David Zwicky announced the event Healing at Home on October 1, 2018. Member Mary Kay Sweeney announced the opening of the King Street Senior Housing in Larkspur to occur by the holidays. Member Jack Buckhorn announced the North Bay Trades Introduction Program will occur in Napa County for its next upcoming rotation and a recruiting event is scheduled for October 1, 2018 in the city of Napa. Wilson requested members who made announcements to send him the information and staff can tweet and post the information on Workforce Alliance social media.</p> <p>B. Director</p> <p>1. AB 1234 Ethics Training Requirement</p> <p>Board Clerk, Patricia Borrego, announced she would contact members that were due to complete training.</p>
ADJOURN	
VI	Chair Byrne announced the next meeting is scheduled for December 19, 2018 and adjourned the meeting at 9:35.

WORKFORCE ALLIANCE OF THE NORTH BAY MASTER MEETING CALENDAR 2019 (rev 4.10.2019)

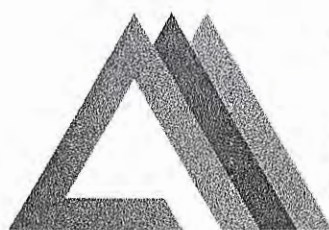
JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC
REGIONAL WORKFORCE DEVELOPMENT BOARD @ 10:00 AM-2:00 PM											
					6/13/19 10:00-2:00						12/12/19 10:00-2:00
GOVERNING BOARD 3rd Friday @ 9-10:30 AM											
		3/15/19 9-10:30			6/21/19 9-10:30			9/20/19 9-10:30			12/20/19 9-10:30
EXECUTIVE COMMITTEE 2nd Wednesday @ 9-10:30 AM											
	2/13/19 9-10:30		4/10/19 9-10:30	5/8/19 9-10:30		7/10/19 9-10:30	8/14/19 9-10:30		10/9/19 9-10:30	11/13/19 9-10:30	
POLICY AND OVERSIGHT SUBCOMMITTEE 1st Tuesday @ 3-4:30 PM											
	2/5/19 3-4:30		4/2/19 3-4:30		6/4/19 3-4:30		8/6/19 3-4:30		10/1/19 3-4:30		12/3/19 3-4:30
LAKE ADVISORY SUBCOMMITTEE 4th Thursday @ 9-10:30 AM											
	2/28/19 9-10:30			5/23/19 9-10:30			8/22/19 9-10:30			11/21/19* 9-10:30	
MARIN ADVISORY SUBCOMMITTEE 4th Wednesday @ 8-9:30 AM											
	2/27/19 8-9:30			5/22/19 8-9:30			8/28/19 8-9:30			11/20/19* 9-10:30	
MENDOCINO ADVISORY SUBCOMMITTEE 4th Thursday @ 3:30-5 PM											
	2/28/19 3:30-5			5/23/19 3:30-5			8/22/19 3:30-5			11/21/19* 3:30-5	
NAPA ADVISORY SUBCOMMITTEE 4th Wednesday @ 3-4:30 PM											
	2/27/19 3-4:30			5/22/19 3-4:30			8/28/19 3-4:30			11/20/19* 3-4:30	

Attachment II.B



*Due to Thanksgiving, Advisory Subcommittees will meet a week earlier in November.

REQUIRED ATTENDANCE
Regional Workforce Development Board (RWDB)
All appointed RWDB members
Governing Board
Governing Board Members Representing Marin, Napa, Lake Counties
Executive Committee
RWDB Officers & Chairs
Policy and Oversight Subcommittee
RWDB Members representing Lake, Marin, Mendocino and Napa Counties
Lake Advisory Subcommittee:
RWDB Members representing Lake & Appointed Lake Advisory Committee Members
Marin Advisory Subcommittee:
RWDB Members representing Marin & Appointed Marin Advisory Committee Members
Mendocino Advisory Subcommittee:
RWDB Members representing Mendocino & Appointed Mendocino Advisory Committee Members
Napa Advisory Subcommittee:
RWDB Members representing Napa & Appointed Napa Advisory Committee Members



WORKFORCE ALLIANCE OF THE NORTH BAY

DRIVING WORKFORCE TALENT

Application for Regional and/or Local Advisory Subcommittee Membership

In accordance with the Workforce Innovation and Opportunity Act of 2014 (WIOA), the Workforce Alliance of the North Bay (WANB) Governing Board has established a Regional Workforce Development Board (WDB) for Napa, Marin, Lake and Mendocino counties which sets policy for and provides oversight of workforce development programs in the four counties. Workforce Development Board members are appointed by the Governing Board to represent specified sectors of the community as listed in Section IV below. The county advisory subcommittees were created to make recommendations to the full WDB that specifically pertain to their respective county's employers and their workforce. There is a sub committee for each of the WANB counties.

Individuals interested in serving on the WDB or workforce committee must complete and submit this application for appointment. This application and the related Nomination Form(s), if any, may be subject to public disclosure.

Please indicate which group you are applying for:

☐ Regional Workforce Development Board (WDB)

☒ Advisory Subcommittee for Marin county BW

Section I. Personal Information

First Name: Katheryn	Last Name: Horton	M.I.: M
Home Address: [REDACTED]	City: San Rafael	Zip: 94901
Mailing Address:	City:	Zip:
Home Phone: [REDACTED]	Alternate Phone:	
Email Address: kahorton@marin.edu		

Section II. County / Location

Provide the county in which your residence, business or organization is located:

Section III. Occupational Information

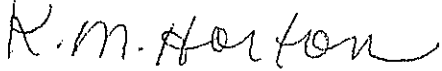

Industry Sector: All
Occupation / Title: Director of Workforce Programs
Employer: College of Marin

Employer Address: 1800 Ignacio Blvd., Novato		
City:	State: CA	Zip: 94949
Employer Phone:		
Section IV. Eligibility Certification		
<p><i>Indicate below each membership category for which you are applying. You may mark more than one category but must certify your qualifications for each category for which you are applying. A completed Nomination Form must accompany applications for Business Member, Labor Organization, Adult Education and Literacy and/or Higher Education from an appropriate nominating organization.</i></p>		
<input type="checkbox"/> Business Member (Do you represent a "small business" as defined by the U.S. Small Business Administration? <input type="checkbox"/> Y <input type="checkbox"/> N) <i>Name of Business:</i>		
<input type="checkbox"/> Labor Organization <i>Name of Organization:</i>		
<input type="checkbox"/> Joint Labor-Management Apprentice Program <i>Name of Organization:</i>		
<input type="checkbox"/> Community-based Organization <i>Name of Organization:</i>		
<input checked="" type="checkbox"/> Adult Education and Literacy <i>Name of Provider: Marin Adult Education</i>		
<input checked="" type="checkbox"/> Higher Education <i>Name of Institution: College of Marin</i>		
<input type="checkbox"/> Economic and Community Development <i>Name of Entity:</i>		
<input type="checkbox"/> State Employment Office		
<input type="checkbox"/> Vocational Rehab <i>Name of Program:</i>		
Section V.		
Describe how your participation on the WDB would advance Workforce Development programs.		
<p>I work closely with industry and community partners to align CTE and Workforce Program at College of Marin with labor market needs of Marin and the greater North Bay region. I bring a wealth of knowledge in regard to the steps needed to create or change a CTE program at a community college, how to incorporate work-based learning in many modes, and information about what COM has to offer to the general Marin public and Adult Learners.</p> <p>I have worked with Caran Cuneo and Sherry Parr extensively through our CTE/Workforce Department and Adult Education, and look forward to pursuing new, yet unrealized connections to the area of skill development and placement for Marin residents.</p> <p>In my previous work in the School-to-Career Program at Marin area high schools, I was intimately involved in WIOA projects and understand the ins and outs of that effort fairly extensively.</p>		

Please be advised that members of the Workforce Development Board:

- May be required to take an Oath of Office.
- Must comply with the County's Ethics Ordinance.
- Must participate in State-mandated ethics training.
- Must disclose financial interests as required by the County Code (Form 700).
- Must report any conflicts of interest as required by the County Code.

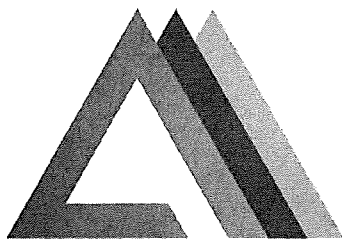
I hereby certify that all statements in this Application are true and complete to the best of my knowledge and execute this Application under penalty of perjury. I further certify that if I am appointed, I will serve fairly, impartially, and to the best of my ability.

	
Signature	Date

Send completed applications to:

Workforce Alliance of the North Bay
1546 First Street
Napa, CA 94559

or email to:
boardadmin@workforcealliancenorthbay.org



WORKFORCE ALLIANCE OF THE NORTH BAY

DRIVING WORKFORCE TALENT

Application for Regional and/or Local Advisory Subcommittee Membership

In accordance with the Workforce Innovation and Opportunity Act of 2014 (WIOA), the Workforce Alliance of the North Bay (WANB) Governing Board has established a Regional Workforce Development Board (WDB) for Napa, Marin, Lake and Mendocino counties which sets policy for and provides oversight of workforce development programs in the four counties. Workforce Development Board members are appointed by the Governing Board to represent specified sectors of the community as listed in Section IV below. The county advisory subcommittees were created to make recommendations to the full WDB that specifically pertain to their respective county's employers and their workforce. There is a sub committee for each of the WANB counties.

Individuals interested in serving on the WDB or workforce committee must complete and submit this application for appointment. This application and the related Nomination Form(s), if any, may be subject to public disclosure.

Please indicate which group you are applying for:

- ☒ Regional Workforce Development Board (WDB)
☒ Advisory Subcommittee for MARIN county

Section I. Personal Information

First Name: Jaemi Last Name: Naish M.I.:
Home Address: [REDACTED] City: [REDACTED] Zip: 94903
Mailing Address: [REDACTED] City: [REDACTED] Zip: 94907
Home Phone: [REDACTED] Alternate Phone: [REDACTED]
Email Address: jnaish@tamalpaisdistrict.org

Section II. County / Location

Provide the county in which your residence, business or organization is located: MARIN COUNTY

Section III. Occupational Information

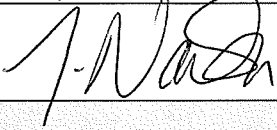

Industry Sector: Education
Occupation / Title: Director, Tamalpais Adult School
Employer: TUHSO

Employer Address: 375 Doherty Dr.		
City: Larkspur	State: CA	Zip: 94947
Employer Phone:		
Section IV. Eligibility Certification		
<i>Indicate below each membership category for which you are applying. You may mark more than one category but must certify your qualifications for each category for which you are applying. A completed Nomination Form must accompany applications for Business Member, Labor Organization, Adult Education and Literacy and/or Higher Education from an appropriate nominating organization.</i>		
<input type="checkbox"/> Business Member (Do you represent a "small business" as defined by the U.S. Small Business Administration? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N) <i>Name of Business:</i>		
<input type="checkbox"/> Labor Organization <i>Name of Organization:</i>		
<input type="checkbox"/> Joint Labor-Management Apprenticeship Program <i>Name of Organization:</i>		
<input type="checkbox"/> Community-based Organization <i>Name of Organization:</i>		
<input checked="" type="checkbox"/> Adult Education and Literacy <i>Name of Provider:</i> Tamalpais Adult School		
<input type="checkbox"/> Higher Education <i>Name of Institution:</i>		
<input type="checkbox"/> Economic and Community Development <i>Name of Entity:</i>		
<input type="checkbox"/> State Employment Office		
<input type="checkbox"/> Vocational Rehab <i>Name of Program:</i>		
Section V.		
Describe how your participation on the WDB would advance Workforce Development programs.		
<p>As Director of Tamalpais Adult School (TAS), my participation on the WDB will support advancement of Workforce Development programs in three primary pathways; basic skills and high school equivalency educational offerings, career program development and adult learner referrals. TAS serves 550+ adult learners annually in Marin County in its Larkspur and San Rafael locations. Primary programs offered are English As A Second Language, High School Equivalency, which includes adult diploma and GED preparation, and Career classes. Tam Adult School partners with Career Point Marin (CPM) to provide GED preparation on Monday and Wednesday mornings in San Rafael. Tam Adult School refers students to CPM for job placement and development services, and other career-related training and workshops. Career program development is in conjunction with Sherry Parr at CPM and is in industry-related fields where the need is greatest in Marin County. TAS is a WIOA Title II funded program and is also part of Marin Adult Education Program Consortium.</p>		

Please be advised that members of the Workforce Development Board:

- **May be required to take an Oath of Office.**
- **Must comply with the County's Ethics Ordinance.**
- **Must participate in State-mandated ethics training.**
- **Must disclose financial interests as required by the County Code (Form 700).**
- **Must report any conflicts of interest as required by the County Code.**

I hereby certify that all statements in this Application are true and complete to the best of my knowledge and execute this Application under penalty of perjury. I further certify that if I am appointed, I will serve fairly, impartially, and to the best of my ability.

	
Signature	Date

Send completed applications to:

Workforce Alliance of the North Bay
1546 First Street
Napa, CA 94559

or email to:
pborrego@workforcealliancencorthbay.org



MEMBER TRAINING PLAN

Name of Learner: _____

Time Frame: _____

General Comments:

OVERALL TRAINING GOALS

An understanding of:

1. The systemic nature of local employment and training programs with an understanding of the Board's relationship to this "system".
2. The vision and mission of the Board.
3. The legal authority that supports the Board and any political relationships and constraints that affect its operations.
4. Detailed information about how the Board does its work: membership, committee structure, staff duties, and budget.
5. Detailed description of the role of the individual member and his/her responsibilities.
6. An overview of economic trends which will affect the employment and training needs of employers and job seekers in the Board's local labor market area.
7. An overview of public and private resources available to provide education, job training and placement services. What programs are currently operating? What are their funding levels, client loads, operational strategies, and performance results?
8. Detailed information about the Board's most current annual plan, goals, and priorities and that of the One Stop and Youth Programs.
9. Detailed information about any particular problems or challenges immediately facing the Board.



LEARNING OBJECTIVES

Be able to:

1. Describe the WIOA legislation context and the role of the Workforce Alliance of the North Bay (Alliance) in that context.
2. Recite and explain the board vision and mission and understand its implications.
3. Explain the relationship of the Alliance to the Chief Local Elected Officials (Governing Board) and to the One Stop System.
4. Refer to and understand the Board structure and governance policies.
5. Commit to the roles and responsibilities described in the Alliance member job description.
6. Locate the necessary documents that describe the local labor market in respect to key industry sectors, demand occupations and demographic information regarding the labor pool.
7. Understand the scope and depth of the current service delivery system for employment and training programs, including education, government and community-based organizations and the board's current relationship with those providers.
8. Explain the current initiatives of the Workforce Board and the One Stop delivery system, the budgets and expected outcomes and/or deliverables.
9. Describe any constraints, political, financial, cultural, or legal that are currently existing in the context of those initiatives.



LEARNING ACTIVITIES / STRATEGIES / METHODS

1. One-on-one session with the Executive Director.
2. Study sessions and planning sessions with the full WDB.
3. Attendance at workforce development workshops and conferences.
4. Attendance at Board and Committee meetings.
5. Trainings provided by the Alliance on such topics as Ethics and Conflict of Interest.
6. Newsletters, social media, websites, and written materials provided by staff and various associations such as the National Association of Workforce Boards and the California Workforce Association.

BUDGET FOR TRAINING PLAN

The following budget depicts the costs expected to implement this training plan.

Expected Expense	Amount
Consultants	
Subscription	
Membership Fee	
Conference / Workshop Fee	
Travel expenses and per diem	
Other	



TRAINING MODULES

MODULE I WHO WE ARE

Event	Procedure / Activity
Orientation meeting with Executive Director	
Learning Objectives	
<p>A. The systemic nature of local employment and training programs with an understanding of the Board's relationship to this "system".</p> <p>B. The vision and mission of the Board.</p> <p>C. The legal authority that supports the Board and any political relationships and constraints affect its operations.</p>	<p>Power- point and handouts</p> <ul style="list-style-type: none"> • Summary sheet on WIOA • Board - CLEO Agreement • Strategic plan



TRAINING MODULES

MODULE II WHAT WE DO

Event	Procedure / Activity
Orientation meeting with Executive Director	
Tour of One Stop	
Alliance Meetings	
Learning Objectives	
<p>A. An overview of public and private resources available to provide education, job training and placement services. What programs are currently operating? What are their funding levels, client loads, operational strategies, and performance results?</p> <p>B. Detailed information about the Board's most current annual plan, goals, and priorities and that of the One Stop and Youth Programs.</p>	<p>Power- point and handouts</p> <ul style="list-style-type: none"> • Strategic Plan Executive Summary • One year Operational Update • Budget • Alliance - One Stop Agreement <p>Training session at each Alliance meeting about one community resource/organization</p> <p>Field Trip to One Stop operation</p>



TRAINING MODULES

MODULE III How We Do It

Event	Procedure / Activity
Orientation meeting with Executive Director	
Strategic Planning Session	
Learning Objectives	
<p>A. Detailed information about how the Board does its work: membership, committee structure, staff duties, and budget.</p> <p>B. Detailed description of the role of the individual member and his/her responsibilities.</p>	<p>Power- point and handouts</p> <ul style="list-style-type: none"> • By-laws • Alliance Budget • Board Job Description • Policy Manual



TRAINING MODULES

MODULE IV WHY WE DO IT

Event	Procedure / Activity
Orientation meeting with Executive Director	
Strategic Planning Session	
Learning Objectives	
<p>A. An overview of economic trends which will affect the employment and training needs of employers and job seekers in the Board's local labor market area.</p> <p>B. Detailed information about particular problems or challenges immediately facing the Board.</p>	<p>Power- point and handouts</p> <ul style="list-style-type: none"> • Labor Market studies and presentations • Information about other WIB Best Practices • Current Initiative information

