



Lake Advisory Subcommittee Meeting Agenda

Thursday, May 23, 2019
9:00 AM

Woodland Community College
15880 Dam Rd Ext, Clearlake

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 February 28, 2019 Meeting Minutes [Attachment II.A]
REGULAR CALENDAR	
III.	<ul style="list-style-type: none"> A. Ratify appointment to the Workforce Alliance Lake Advisory Committee [Attachment III.A] (Action): <ul style="list-style-type: none"> a. Susan Parker B. Review and Accept 3rd Quarter CareerPoint Dashboard Report (Action) Program operators will have opportunity to highlight challenges and successes of their respective programs. C. Approval in concept of CareerPoint Partners MOU with the Workforce Alliance of the North Bay WDB. (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.	<ul style="list-style-type: none"> A. Member B. Director <ul style="list-style-type: none"> a. Allocations Update b. Fiscal Monitoring Update
ADJOURN	
VI.	<ul style="list-style-type: none"> A. Adjourn



Lake Advisory Subcommittee Meeting Minutes

Thursday, February 28, 2019
9:00 – 10:30 AM

Location
CareerPoint LAKE
55 First Street
Lakeport, CA

CALL TO ORDER	
I.	<p>A. Call to Order & Introductions B. Public Comment</p> <p>Vice Chair Monica Rosenthal called the meeting to order at 9:05 AM</p> <p>Members Present: Kelly Cox, Judy Kanavle, Annette Lee, Chair, Monica Rosenthal, Mary Sharlow, Wilda Shock</p> <p>Member Excused: Michelle Scully, Margaret Silveira, Rebecca Southwick</p> <p>Workforce Alliance Staff Present: Executive Director, Bruce Wilson, & Business Outreach, Stacey Caico</p> <p>Guest: MPIC Program Director, Christy Gard</p> <p>Public Comment: none</p>
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.	<p>A. Approval of December 6, 2018 Meeting Minutes (Attachment A) B. Accept 2019 Calendar of Meetings for Lake Advisory Subcommittee (Attachment B)</p> <p>Motion made to approve Consent Calendar. M/S: Shock/Lee Motion carried: 6-0 Yea: 6 Nay: 0 Abstentions: 0 Absent: Michelle Scully, Margaret Silveira, Rebecca Southwick</p>
REGULAR CALENDAR	
III.	<p>A. Accept nominations/requests for appointment to the Regional Workforce Development Board in the following categories: (Action)</p> <ul style="list-style-type: none"> a. Business b. Post-Secondary Education <p>Executive Director Wilson explained the need for representation at the Regional level of the WANB board. Currently the Regional Board needs additional Business representation and Post-Secondary Education representation.</p> <p>Motion made to nominate Annette Lee as a post-secondary education representative to the Regional board. M/S: Kanavle/Sharlow</p> <p>Motion carried: 6-0 Yea: 6 Nay: 0</p>

	<p>Abstentions: 0 Absent: Michelle Scully, Margaret Silveira, Rebecca Southwick</p> <p>B. Review and Accept 2nd Quarter CareerPoint Dashboard Report (Action) (Attachment C) Subcommittee will review and discuss successes as well as strategies to address challenges in program.</p> <p>Subcommittee discussed Dashboard Reports with MPIC Program Director, Christy Gard and expressed concern how MPIC will survive the remainder of the program year. Gard could not answer and informed the board MPIC Executive Director, Candy De Los Santos is the only one who could answer that question. Ms. De Los Santo was not present. But Ms. Gard reported a plan is currently being developed.</p> <p>Motion made to accept Dashboard reports. M/S: Sharlow/Shock</p> <p>Motion carried: 6-0 Yea: 6 Nay: 0 Abstentions: 0 Absent: Michelle Scully, Margaret Silveira, Rebecca Southwick</p> <p>C. Recommend approval to submit Prison 2 Employment grant application in coordination with North Bay Regional Planning Unit partners – Sonoma and Solano counties. (Action)</p> <p>Executive Director Wilson shared the State has released a grant opportunity to provide services to justice involved individuals. In partnership with Sonoma and Solano a proposal has been written which could award us with \$800,000. Wilson is asking the board to authorize the submission of the application and if awarded to accept the funds.</p> <p>Motion made to ratify the approval of the P2E application and authorize the chair to sign any necessary grant documents on behalf of these funds. M/S: Cox/Shock</p> <p>Motion carried: 6-0 Yea: 6 Nay: 0 Abstentions: 0 Absent: Michelle Scully, Margaret Silveira, Rebecca Southwick</p>
INFORMATION/DISCUSSION ITEMS	
IV.	<p>A. Discussion and possible action to highlight workforce programs with elected officials and key partners in the education and economic development sectors.</p> <p>Executive Director Wilson shared we have two new Board of Supervisors assigned to workforce; Eddie Crandall and Moke Simon. He encouraged the committee members to reach out to the elected officials and educate them on the services the WANB is providing in Lake County to gain their support. Suggestions from the committee included hosting a tour or open house at CareerPoint LAKE and inviting the elected officials, press and community partners. The committee agreed to engage more with the elected officials of Lake County. Chair Rosenthal will work with WANB, staff, Stacey Caico on planning an event. A request was made to keep this an informational item on the next meeting agenda to keep it relevant.</p> <p>B. Business U Training</p> <p>In accordance with the WANB strategic plan to become business focused at the One-Stop level, WANB has invested in a two-day training for all staff and some partners to receive Business training to better meet business community expectations. The training for Lake and Mendocino Counties is on March 13, 2019.</p> <p>C. Regional Board Logistics</p> <p>Executive director Wilson informed the committee the next Regional meeting will be a teleconference. He is hoping this will result in a quorum so action items can be voted on.</p>

MEMBER/DIRECTOR REPORTS

V.	<p>A. Member</p> <p>1. Economic Development County-wide Plan</p> <p>Chair Rosenthal reported the Lake County strategic plan is moving along the process and has a new name; Lake EDC. Clearlake City Council is hearing the final report this evening. The WANB was a supporter of this project and will continue to support the key points of focus. (Full report is posted on WANB website)</p> <p>Vice Chair Lee suggested changing the committee meeting times to 9 a.m.-11 a.m. to allow time at the end of the meeting to work in groups on activities. Vice Chair Lee also asked to be added to the next meeting agenda to speak about the Guided Pathways initiative to get board support.</p> <p>B. Director</p> <p>1 Form 700 Conflict of Interest requirements – Due April 1.</p> <p>Executive Director Wilson reminded everyone Form 700 is due by April 1, 2019. If you haven't completed it yet, please do. You will be getting email reminders from the "BoardAdmin" email address.</p>
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ADJOURN

VI.	Vice Chair Lee adjourned the meeting at 10:50 A.M.
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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 LAKE county

Section I. Personal Information

First Name: Susan Last Name: Parker M.I.: R
Home Address: [REDACTED] City: Lakeport Zip: 95453
Mailing Address: same City: Zip:
Home Phone: [REDACTED] Alternate Phone:
Email Address: Susan.parkere@LakeCountyCA.gov

Section II. County / Location

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

Section III. Occupational Information


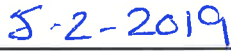
Industry Sector: Government
Occupation / Title: Assistant County Admin. OFFICER
Employer: County of Lake

Employer Address: 255 N. Forbes Street		
City: Lakeport	State: CA	Zip: 95453
Employer Phone: 707-263-2580 x#39110		
Section IV. Eligibility Certification		
<p>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.</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) Name of Business:		
<input type="checkbox"/> Labor Organization Name of Organization:		
<input type="checkbox"/> Joint Labor-Management Apprenticeship Program Name of Organization:		
<input checked="" type="checkbox"/> Community-based Organization Name of Organization: Lake County		
<input type="checkbox"/> Adult Education and Literacy Name of Provider:		
<input type="checkbox"/> Higher Education Name of Institution:		
<input type="checkbox"/> Economic and Community Development Name of Entity:		
<input type="checkbox"/> State Employment Office		
<input type="checkbox"/> Vocational Rehab Name of Program:		
Section V.		
Describe how your participation on the WDB would advance Workforce Development programs.		
<p>As a representative for Lake County residents and the County of Lake, I bring to the table access and knowledge of the needs and programs currently in place. In addition, I have almost 20 years of professional public management experience involving Community and Economic Development, and affordable and workforce housing programs.</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@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

