



Mendocino Advisory Subcommittee Meeting Agenda

**Thursday, May 23, 2019
3:30 PM**

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

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. Approve appointment to the Workforce Alliance Mendocino Advisory Committee [Attachment III.A]: (Action) <ul style="list-style-type: none"> a. Aimee Swearengin 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) E. Discuss on CareerPoint Mendo org chart and disability access. F. Discuss an event with Elected Officials.
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. MemberB. Director<ul style="list-style-type: none">a. Allocations Updateb. Fiscal Monitoring Update |
|----|--|

ADJOURN

- | | |
|-----|--|
| VI. | <ul style="list-style-type: none">A. Future Agenda Items |
|-----|--|



Mendo Advisory Subcommittee Meeting Minutes

Thursday, February 28, 2019
3:30 p.m.-5:00 p.m.

Location
CareerPoint MENDO
2550 N. State Street, Ste., 3, Ukiah, CA 95482

CALL TO ORDER

I.	3:30	<p>A. Call to Order & Introductions B. Public Comment</p> <p>Chair Lene Vinding called the meeting to order at 3:33 p.m.</p> <p>Members Present: Megan Barber- Allende (Vice Chair), Frank Cuneo, Jesse Damian, Heather Gurewitz, Pam Jensen, Mo Mulheren, Christy Pedroncelli-Smith and Lene Vinding (Chair).</p> <p>Member Excused: Paul Castro, William Feather</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: Pam Jensen shared she attended a webinar presented by the Lead Center about disability access at job centers. It gave an overview of what changes are being implemented in section 188 of the WIOA to ensure the AJCC is programmatically accessible for people with disabilities. Pam will share specifics with Executive Director Wilson via email.</p> <p>Heather Gurewitz requested that the Joint Powers Agreement between WANB and Mendocino County be posted on the WANB website for transparency.</p>
----	------	--

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.

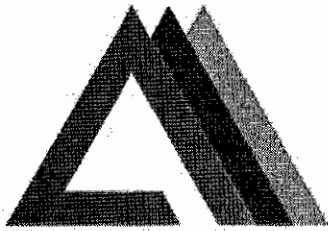
II.		<p>A. Approval of December 6, 2018 Meeting Minutes (Attachment A) Motion made to approve Meeting Minutes. M/S: Pedroncelli-Smith/ Gurewitz Motion carried: Yea: 8 Nay: 0 Abstentions: 2 Absent: Paul Castro, William Feather</p> <p>B. Accept 2019 Calendar of Meetings for Mendo Advisory Subcommittee (Attachment B) Motion made to approve Consent Calendar. M/S: Pedroncelli-Smith/ Barber-Allende Motion carried: Yea: 8 Nay: 0 Abstentions: 0 Absent: Paul Castro, William Feather</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 additional representation at the Regional level of the WANB board.</p> <p>Motion made to nominate Christy Pedroncelli-Smith as a Post-Secondary Education representative to the Regional board. M/S: Barber-Allende/Damian</p> <p>Motion carried: 8-0 Yea: 8 Nay: 0 Abstentions: 1 (Pedroncelli- Smith abstained) Absent: Paul Castro, William Feather</p> <p>Motion made to also nominate Jesse Damian as a Post-Secondary Education representative to the Regional board. M/S: Gurewitz/Vinding</p> <p>Motion carried: 8-0 Yea: 8 Nay: 0 Abstentions: 0 Absent: Paul Castro, William Feather</p> <p>Motion made to nominate Mo Mulheren as a Business representative to the Regional board. M/S: Vinding/Jensen</p> <p>Motion carried: 8-0 Yea: 8 Nay: 0 Abstentions: 0 Absent: Paul Castro, William Feather</p> <p>Suggestions were made to hold the WANB Regional meetings in Sonoma County, as a more central location for travel.</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 reviewed and discussed the Mendo Dashboard Reports. Christy Gard, MPIC Program Director reported recruitment for all programs continues to be a primary focus. Gard reported she is working with her staff on the coding in follow up because the job skills don't always match the codes used in Cal JOBS. Pedroncelli-Smith questioned the amount listed for leveraged funds and offered to work closely with Christy Gard to improve upon the data reported for Ukiah Adult School students PELL awards, to ensure the data is accurate. Gurewitz offered to include workforce data in the Economic reports EDFC provides, quarterly, she will contact Christy Gard.</p> <p>Motion made to accept Dashboard reports. M/S: Gurewitz/Jensen</p> <p>Motion carried: 8-0 Yea: 8 Nay: 0 Abstentions: 0 Absent: Paul Castro, William Feather</p> <p>C. Recommend approval to submit Prison 2 Employment grant application in coordination with North</p>
------	--

		<p>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: Gurewitz/Pedroncelli-Smith</p> <p>Motion carried: 8-0</p> <p>Yea: 8</p> <p>Nay: 0</p> <p>Abstentions: 0</p> <p>Absent: Paul Castro, William Feather</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 a new Board of Supervisor assigned to workforce; John Haschak. He encouraged the committee members to reach out to the elected officials and educate them on the services the WANB is providing in Mendocino County to gain their support. Suggestions from the committee included hosting a tour or open house at CareerPoint MENDO and inviting the elected officials, press and community partners. The committee agreed to engage more with the elected officials of Mendo County. It was mentioned the Mendo Lake Adult Career Education (ML ACE) meetings are also a good platform to share out info on workforce services. Stacey Caico, WANB staff participates in the ML ACE monthly meetings and Perdoncelli-Smith will work with Caico on presenting to the ML ACE group about workforce services being offered locally. Mulheren shared she will think of other appropriate, less formal settings, to present information out to the community. Email ideas to Caico and follow up again next meeting.</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.</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>a. Economic Development County-wide event and next steps</p> <ul style="list-style-type: none"> Gurewitz shared the Economic Summit was very successful. 15 attendees. Workforce development and housing were the hot topics of discussion. She is working on reporting out the data collected in the workout sessions and planning the next steps of the strategic development plan. That data will be available soon. <p>Other announcements:</p> <ul style="list-style-type: none"> Jensen shared there is a job fair on April 23rd at Mendocino College. This is a collaboration of CareerPoint partners. Caico shared there is a CareerPoint Biz Services team that is working together to serve business as a collective team and market ourselves as CareerPoint. The kick-off meeting was yesterday. Pedroncelli-Smith reported ML ACE continues to work on their strategic plan based on the information gathered at the ML ACE Summit.

		<ul style="list-style-type: none"> Cuneo reported North Bay TIP is in the process of redoing their MOU. Partners include Workforce Boards, Education and CBO's. He may be asking for support from members. <p>B. Director</p> <p>a. 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>
A D J O U R N		
VI.		<p>A. Next meeting: May 23, 2019 at 3:30 p.m.</p> <p>Agenda items requested for next meeting:</p> <ol style="list-style-type: none"> Continue discussion on planning an event with elected officials. Follow up discussion on Disability access at CareerPoint Centers, reported by Jensen in public comment. <p>Chair Vinding adjourned the meeting at 5:02 p.m.</p>



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 Mendo county

Section I. Personal Information

First Name: <u>Aimee</u>	Last Name: <u>Swearengin</u>	M.I.: <u>H.</u>
Home Address: [REDACTED]	Zip: <u>95490</u>	
Mailing Address:	City:	Zip:
Home Phone:	Alternate Phone:	[REDACTED]
Email Address:	<u>asweareng@dnr.ca.gov</u>	

Section II. County / Location

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

Section III. Occupational Information

Industry Sector: <u>Employment Services</u>
Occupation / Title: <u>Team Manager</u>
Employer: <u>Department of Rehabilitation</u>

Employer Address: 625 King Ct. Ste A		
City: Ukiah	State: CA	Zip: 95482
Employer Phone: 707-463-4960		
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 type="checkbox"/> Community-based Organization Name of Organization:		
<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 checked="" type="checkbox"/> Vocational Rehab Name of Program: Dept. of Rehabilitation		
Section V.		
Describe how your participation on the WDB would advance Workforce Development programs.		
<p>We provide employment services to people with disabilities, an under served, under-represented group. I can bring my 19 years experience working with people with disabilities and partner agencies to the group.</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.

Aimee Spearangin

Signature

5/14/2019

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

