



WORKFORCE ALLIANCE
OF THE NORTH BAY
DRIVING WORKFORCE TALENT

MEETING MINUTES

REGIONAL WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE MEETING AGENDA

Wednesday, December 12, 2018
9:00 AM

Locations:

Napa County: Workforce Alliance of the North Bay Offices, 1546 First Street, Second Floor, Napa, CA

Lake County: 21735 Dry Creek Cut Off, Middletown, CA

Mendocino County: 25550 N. State Street, Ukiah, CA

CALL TO ORDER

- I. Executive Committee Chair, Jeri Hansen, called the meeting to order at 9:05.
- Members Present: Jeri Hansen, Mary Ann Mancuso, Monica Rosenthal, Lene Vinding
- Members Absent: Susan Byrne
- Workforce Alliance Staff Present: Executive Director, Bruce Wilson; Operations Manager: Laura Davis; Operations Analyst, Tamara Ochoa; Business Engagement Representative, Angela Cooper; and, Chief Strategist, Racy Ming
- Guests: Sherry Parr, Workforce Program Manager, CareerPoint Marin; Teresa Brown, Self Sufficiency Manger, Employment Services Division, CareerPoint Napa
- Public Comment: None

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. Chair Hansen opened the Consent Calendar for discussion.
- A. September 12, 2018 Meeting Minutes (Attachment A)
- Motion made to approve September 12, 2018 meeting minutes. M/S: Mary Ann Mancuso / Monica Rosenthal
- Motion carried: 4-0
Yea: 4
Nay: 0
Abstentions: 0
Absent: Susan Byrne

REGULAR CALENDAR

- III. Chair Hansen opened the Regular Calendar for discussion.
- A. Advisory Subcommittee Nominations (**Action**)
The committee will review and approve new applications for membership to one or more of the WANB Subcommittees.
- Workforce Alliance Executive Director introduced the applications for subcommittee membership. Judith Kanavle applied for membership to the Lake Subcommittee and is the Director of Mendocino College Lake Center. Mary

Sharlow applied for membership to the Lake Subcommittee and is the Student Engagement and Outreach Specialist for the North Central Adult Education Consortium. Jesse Damian applied for membership to the Mendocino Subcommittee. Damian is the Director of District Programs and Support for Mendocino County Office of Education. The committee reviewed the applications and discussed the outreach methods to find applicants.

Motion made to approve all applicants for membership to the subcommittee to which they applied. M/S: Mary Ann Mancuso / Monica Rosenthal

Motion carried: 4-0

Yea: 4

Nay: 0

Abstentions: 0

Absent: Susan Byrne

B. Regional Board Nomination (Action)

The committee will review and consider recommendation of Mark Bontrager for membership on the Regional Workforce Development Board.

Workforce Alliance Executive Director introduced the applicant Mark Bontrager, Director of Regulatory Affairs & Program Development for Partnership HealthPlan of California. Mark is a Napa resident and his employer currently serves 14 counties, including all of the counties in the Alliance. He has previous experience on the board.

Motion made to recommend applicant Mark Bontrager for membership on the Regional Workforce Development Board. M/S: Mary Ann Mancuso / Jeri Hansen

Motion carried: 4-0

Yea: 4

Nay: 0

Abstentions: 0

Absent: Susan Byrne

C. Local Strategic Plan Modification (Action)

Staff will present on the requirements for the local strategic plan modification. After the presentation, staff would like to open for public comment on any of the four topics required for the local plan modification.

Workforce Alliance Chief Strategist Racy Ming presented on the Local Strategic Plan. The local plan is due for modification. The state requires the following four topics are addressed to ensure the local plan aligns with the state goals.

1. workforce services for clients of child support agencies (non-custodial parents)
2. Workforce services for English Languages Learners/refugees/the foreign born
3. strategies to support competitive integrated employment for those with developmental or intellectual disabilities
4. workforce services for recipients of CalFRESH

Note: Current Local Strategic Plan is available for review at: <http://workforcealliancencorthbay.org/policy-documents/>

The committee reviewed the topics and discussed efforts to attain partnerships with the agencies involved in each topic to strengthen the support to the populations served. Ming reported the local area drafts are being developed and opening the public comment is part of the process. The drafts will be presented at future meetings for action.

Motion made to open for public comment the local strategic plan on any of the four topics required for the local plan modification. M/S: Mary Ann Mancuso / Jeri Hansen

Motion carried: 4-0

Yea: 4

Nay: 0

Abstentions: 0
Absent: Susan Byrne

D. CareerPoint Center Dashboards (Action)

Staff will present 1st quarter dashboard for CareerPoint North Bay. Committee will review and accept report with recommendations as necessary.

Workforce Alliance Operation Analyst presented the CareerPoint Center Dashboards. The committee reviewed and discussed the 1st quarter information. They provided positive feedback on the updated report format and addition of demographic data. The committee discussed the training requirement data. CareerPoint staff present were able to speak to amounts that they have obligated to training and amounts they are able to leverage. The report shows what has been actually spent towards the 30% requirement. The committee discussed the Alliance including obligation and leverage amount data in the report if received from service providers. The committee discussed including a comprehensive report of all of the Careerpoints in the Alliance. Also, discussed was adding VOS greeter data to the report.

Motion made to accept the 1st quarter dashboard reports for CareerPoint North Bay with the Alliance to define obligated funds for the service providers to provide data, include obligated and leveraged amounts on future reports, and add an additional comprehensive data report of all the Careerpoints in the Alliance. M/S: Mary Ann Mancuso/ Monica Rosenthal

Motion carried: 4-0
Yea: 4
Nay: 0
Abstentions: 0
Absent: Susan Byrne

E. Butte County Fire Assistance

Staff will present plan for fire emergency assistance to Butte County and request approval of plan.

Wilson shared his response to outreach to Butte County following the fire. He has received approval to transition some funding received in response to the Napa fire to serve other locations impacted by fires. Butte has requested assistance with providing general workforce services. MPIC is willing to respond by sending staff to assist and Bruce is working to prepare the bus to serve the area. Lake partners are responding to help fill in behind the MPIC staff at the Lake CareerPoint.

Motion made to approve plan to provide fire emergency assistance to Butte County. M/S: Mary Ann Mancuso / Jeri Hansen

Motion carried: 4-0
Yea: 4
Nay: 0
Abstentions: 0
Absent: Susan Byrne

INFORMATION/DISCUSSION ITEMS

IV. A. Upcoming Regional Plan Stakeholder and Community Meetings

Wilson presented the dates for the upcoming Regional Plan Stakeholder and Community Meetings.
6 County Regional Stakeholder Listening Session: December 19, 2018 at 1pm
Mendocino and Lake Stakeholder Listening Session: January 8, 2019 at 1pm
Community Listening Session: January 15, 2019 in Napa.

MEMBER/DIRECTOR REPORTS

V.	<p data-bbox="185 98 337 128">A. Member</p> <p data-bbox="139 168 277 197">No reports.</p> <p data-bbox="185 233 334 262">B. Director</p> <p data-bbox="139 300 1523 394">Wilson notified the committee that David Zawicki has submitted his resignation. He is no longer working in the capacity he was when joining the board. Wilson requested time at the next meeting to focus on membership and recruitment and appointment of a new vice chair.</p> <p data-bbox="139 432 1531 560">Wilson reported the Alliance has been working to present to each county Board of Supervisors (BOS) in the Alliance. He presented to the Napa BOS this month and emphasized workforce statistics in Napa and across the State. The next presentation will be to the Lake BOS on January 29. He invited Monica and Jeri to co-present. The Alliance Chief Strategist made a presentation to the Marin BOS this past summer.</p> <p data-bbox="139 598 1539 659">Wilson reminded committee members who have not already done so to complete the AB1234 Ethics requirement by the next meeting.</p>
ADJOURN	
VI.	Chair Hansen adjourned the meeting at 10:30.