



**WORKFORCE ALLIANCE**  
**OF THE NORTH BAY**  
 DRIVING WORKFORCE TALENT

## 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  | 8:00 | <ul style="list-style-type: none"> <li>A. Attendance &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.<br/>           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 for June 20, 2018 Minutes (<b>Attachment A</b>) (<b>Action</b>)</li> </ul>   |
| REGULAR CALENDAR   |      |   |
| III  |      | <ul style="list-style-type: none"> <li>A. Select Chair position for the 2018-2020 term (<b>Action</b>)<br/>               The nominations committee request a vote on its recommendations for chair for the term of 2018-2020.</li> <li>B. Membership Approval (<b>Attachment B</b>) (<b>Action</b>)<br/>               Staff request ratification of Jason Henderson’s application for membership to the Marin Advisory Subcommittee.</li> <li>C. Policy and Oversight Committee (<b>Action</b>)<br/>               Staff request ratification of Beth Pratt’s appointment to the regional policy and oversight committee.</li> </ul>  |
| INFORMATION / DISCUSSION ITEMS   |      |   |
| IV   |      | <ul style="list-style-type: none"> <li>A. Innovation Fund Awardee (<b>Presentation</b>)<br/>               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.</li> <li>B. BrightFutures Update (<b>Presentation</b>)<br/>               Staff will provide an update on progress to implement BrightFutures initiative.</li> <li>C. Mission Moment (<b>Presentation</b>)<br/>               CareerPoint Marin operators will present a client or program success story.</li> <li>D. Local and Regional Plans<br/>               Staff will brief the subcommittee on upcoming actions pertaining to local and regional planning guidance.</li> </ul> |
| MEMBER / DIRECTOR REPORTS  |      |   |
| V  |      | <ul style="list-style-type: none"> <li>A. Member</li> <li>B. Director</li> </ul>  |

|         |  |  |
|---------|--|--|
|         |  | 1. AB 1234 Ethics Training Requirement |
| ADJOURN |  |  |
| VI      |  | Next Meeting Date and Agenda Items     |



**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 Chair Windi Snearly brought the meeting to order at 8:10 AM.
  - Members Present: Kelley Hartman, Joanne Webster, David Zwicky, Cecilia Zamora, Beth Pratt, Ken Lippi, Hunter Stern, Matt Egan, Mary Kay Sweeney, Jack Buckhorn, Melissa Cadet, Andrea Lackey, Keith Dias, Mary Ann Perrine, Windi Snearly
  - Members Absent: Rick Wells, Bill Scott, Joan Prigian, Rob Eyler, Suzie Byrne
  - Workforce Alliance Staff Present: Executive Director, Bruce Wilson; Analyst, Taylor Swain; Board Clerk, Patricia Borrego; Chief Strategist, Racy Ming; Business Engagement Representative, Caran Cuneo
  - Guests: Division of Apprenticeship Standards; Don Merrill; Marin WIOA Program Manager, Sherry Parr; Marin WIOA Youth Services, Elece Hempel
  - A. 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 Snearly opened the Consent Calendar for discussion.
  - A. Approval for March 21, 2018 Minutes (ATTACHMENT A) **(Action)**
  - Motion made to approve March 21, 2018 meeting minutes. M/S: Jack Buckhorn/Beth Pratt
  - Motion carried: 15-0
  - Yes: 15
  - Nay: 0
  - Abstentions: 0
  - Absent: Rick Wells, Bill Scott, Joan Prigian, Rob Eyler, Suzie Byrne

**REGULAR CALENDAR**

- III Chair Snearly opened the Regular Calendar for discussion.

ATTACHMENT A

A. CareerPoint Marin (Attachment B) (Action)

1. Data Reports
2. Mission Moment

Workforce Alliance staff will present data reports reflecting CareerPoint-Marin progress in Adult, DW and Youth programs. Immediately following, program operators will present an overview of their program and key accomplishments.

Workforce Alliance Executive Director, Bruce Wilson and Analyst, Taylor Swain presented Workforce Alliance expenditure and program reports. WIOA service providers Sherry Parr and Elece Hempel presented on their respective services.

The subcommittee discussed the required 30% training expenditure requirement and the different training options available to reach the requirement such as individualized training, apprenticeship, and cohort training through the college; obligated training funds and how they serve to estimate expenditures; and, if the proposed training budgets need to be adjusted to a higher amount due to the pattern of current spending. It was acknowledged, that at present, Marin County has a low unemployment rate of 2.2% and therefore more funding and services are being provided to Adult clients. Future Workforce Alliance reports will include obligated training funds, the number of clients exiting training with credentials, the number of clients exiting with training-related employment, the number of clients using the centers, and statistics on lay-off aversion employment.

Motion made to approve reports as given. M/S: Jack Buckhorn/Keith Dias

Motion carried: 15-0

Yes: 15

Nay: 0

Abstentions: 0

Absent: Rick Wells, Bill Scott, Joan Prigian, Rob Eyler, Suzie Byrne

B. 2018-19 Marin WIOA Service Contracts (Action)

Workforce Alliance staff request the Marin Advisory Subcommittee ratify agreements with Marin Health and Human Service Department and Petaluma People Services for program year 2018-19.

Wilson introduced the item to the committee and requested approval to ratify the Workforce Alliance agreements with Marin Health and Human Service Department and Petaluma People Services.

Motion made to ratify agreements with Marin Health and Human Service Department and Petaluma People Services for program year 2018-19. M/S: Mary Kay Sweeney/Ken Lippi

Motion carried: 15-0

Yes: 15

Nay: 0

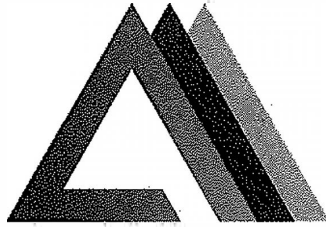
Abstentions: 0

Absent: Rick Wells, Bill Scott, Joan Prigian, Rob Eyler, Suzie Byrne

C. Select Chair and Vice-chair positions for the 2018-2020 term (Action)

ATTACHMENT A

|  |   |
|--|---|
|  | <p>The nominations committee request a vote on its recommendations for chair and vice-chair for the term of 2018-2019.</p> <p>Wilson introduced the item to the subcommittee by acknowledging Subcommittee Chair, Windi Snearly's resignation. He presented her with a plaque and flowers and thanked her for her support. The committee discussed the bylaws which call for the Chair to be from the business sector. The subcommittee agreed to postpone this item until the meeting on Wednesday, September 19, 2018 in order to allow the Nominations committee time to review potential candidates.</p>  |
| <p><b>INFORMATION/DISCUSSION ITEMS</b></p> |   |
| <p>IV</p>                                  | <p>A. Apprenticeship Presentation</p> <p>Jack Buckhorn and Don Merrill a senior consultant with the Division of Apprenticeship Standards will present information on apprenticeships.</p> <p>Don Merrill shared the historical background of apprenticeships, information about the Division of Apprenticeship Standards (DAS) and the US Office of Apprenticeship and shared areas where the local Workforce Development Boards and DAS can work together. The committee discussed the assistance available to assist English learners; the assistance available to assist companies with establishing apprenticeships, the North Bay Trades Introduction Program; service providers off-setting the costs through WIOA enrollment; and lack of math skills being an obstacle. The subcommittee requested more apprenticeship information be offered at future meetings.</p> |
| <p><b>MEMBER/DIRECTOR REPORTS</b></p>      |   |
| <p>V</p>                                   | <p>A. Member</p> <p>B. Director</p> <ol style="list-style-type: none"> <li>1. Retreat report:</li> <li>2. Mobile Career Center Partnership</li> <li>3. High School Career Hub Partnership</li> </ol> <p>Due to time constraints, Wilson postponed the retreat report until the next meeting. He announced BrightFutures phase II which aims to establish one career hub for high school youth in each county under the Workforce Alliance and mobile career center to reach youth and their families in the outer areas of the region. In closing he also announced the County of Marin decided not to renew the business services contract and therefore Caran Cuneo's role will end with the Workforce Alliance. She will continue to provide business services for the County of Marin. He presented Caran with a plaque and flowers and thanked her for her service.</p>  |
| <p><b>ADJOURN</b></p>                      |   |
| <p>VI</p>                                  | <p>Chair Snearly announced the next meeting date – Wednesday, September 19, 2018 and adjourned the meeting at 9:40.</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 Marin county

### Section I. Personal Information

First Name: Jason Last Name: Henderson M.I.: Zip:

Home Address: City:

Mailing Address: Same City: Zip:

Home Phone: Alternate Phone:

Email Address:

### Section II. County / Location

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

### Section III. Occupational Information

Industry Sector: Banking

Occupation / Title: District Manager

Employer: Wells Fargo Bank

**ATTACHMENT B**

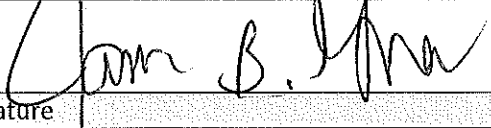
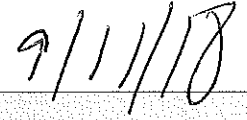
|   |        |      |
|---|--------|------|
| Employer Address: San Rafael, CA  |        |      |
| City:   | State: | Zip: |
| Employer Phone:   |        |      |
| <b>Section IV. Eligibility Certification</b>  |        |      |
| <p><i>Indicate below each membership category for which you are applying. 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 checked="" type="checkbox"/> Business Member (Do you represent a "small business" as defined by the U.S. Small Business Administration? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N)<br><i>Name of Business:</i> <u>Wells Fargo Bank</u>  |        |      |
| <input type="checkbox"/> Labor Organization<br><i>Name of Organization:</i>   |        |      |
| <input type="checkbox"/> Joint Labor-Management Apprenticeship Program<br><i>Name of Organization:</i>  |        |      |
| <input type="checkbox"/> Community-based Organization<br><i>Name of Organization:</i>   |        |      |
| <input type="checkbox"/> Adult Education and Literacy<br><i>Name of Provider:</i>   |        |      |
| <input type="checkbox"/> Higher Education<br><i>Name of Institution:</i>  |        |      |
| <input type="checkbox"/> Economic and Community Development<br><i>Name of Entity:</i>   |        |      |
| <input type="checkbox"/> State Employment Office  |        |      |
| <input type="checkbox"/> Vocational Rehab<br><i>Name of Program:</i>  |        |      |
| <b>Section V.</b>   |        |      |
| Describe how your participation on the WDB would advance Workforce Development programs.  |        |      |
| <p>After completing my assignment on the board for the Boys &amp; Girls Club of Marin and South Sonoma County, I'm looking for an opportunity to give back to the local community. Since I office in San Rafael and currently manage 10 branches in Marin county, the Workforce Alliance of the North Bay allows me an opportunity to address opportunities we face with my job at Wells Fargo. In addition, I can bring my 26+ years of banking and 24 years of military experience to the group. Windi Snearly also approached me about this opportunity.</p> |        |      |

ATTACHMENT B

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](mailto:pborrego@workforcealliancencorthbay.org)