



Napa Advisory Subcommittee Meeting Agenda

Wednesday, September 19, 2018

3:00 - 4:30 PM

Workforce Alliance Office
1546 First Street
Second Floor
Napa, CA 94559

CALL TO ORDER		
I	3:00	A. Attendance & Introductions B. Public comment
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		A. Approval for June 26, 2018 Meeting Minutes (Attachment A) (Action)
REGULAR CALENDAR		
III		A. Membership Approval (Attachment B) (Action) Staff request ratification of Christine Meehan's application for membership to the Napa Advisory Subcommittee. B. Policy and Oversight Committee (Action) Staff request ratification of Amar Inalsingh's appointment to the regional policy and oversight committee.
INFORMATION/DISCUSSION ITEMS		
IV		A. Innovation Fund Awardee (Presentation) Innovation Fund Awardee, Sonoma-Napa SBDC, will present an update on the RX for Business project. B. BrightFutures Update (Presentation) Staff will provide an update on progress to implement the BrightFutures initiative. C. Mission Moment (Presentation) CareerPoint Napa operators will present a client or program success story. D. Local and Regional Plans Staff will brief the subcommittee on upcoming actions pertaining to local and regional planning guidance.
MEMBER/DIRECTOR REPORTS		
V		A. Member B. Director 1. AB 1234 Ethics Training Requirement
ADJOURN		
VI		Next Meeting Date and Agenda Items



MEETING MINUTES

Napa Advisory Subcommittee Special Meeting Agenda

Tuesday, June 26, 2018

3:00 PM

Workforce Alliance Office
Second Floor, Training Room
1546 First Street
Napa, CA 94559

INFORMATION/DISCUSSION ITEMS

- | | |
|---|--|
| I | <p>Subcommittee Chair, Mary Ann Mancuso, opened the meeting at 3:15 and moved the Apprenticeship presentation to the beginning of the agenda.</p> <p>A. 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.</p> |
|---|--|

CALL TO ORDER

- | | |
|----|--|
| II | <p>Chair Mancuso called attendance at 3:30.</p> <p>Members Present: Mary Ann Mancuso, Cheryl Velasquez, Mark Leonardi, Ronald Kraft, Anthony Phillips, Amar Inalsingh, Myles Davis, Mark Van Gorder</p> <p>Members Absent: Jeri Hansen, Cathy Balach, Paula McCray, Paul Hicks, Tami Pacho, Robin Klingbiel, Tony Castillo</p> <p>Workforce Alliance Staff Present: Executive Director, Bruce Wilson; Board Clerk, Patricia Borrego</p> <p>Guests: Division of Apprenticeship Standards, Don Merrill; Napa One Stop Coordinator, Kristin Miller; Napa WIOA Program Manager, Teresa Brown; Napa County Office of Education, Tammie Holloway; Napa County Office of Education, Gillie Miler (via phone)</p> <p>A. Public Comment: None</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.

- | | |
|-----|---|
| III | <p>Chair Mancuso opened the Consent Calendar for discussion.</p> <p>A. Approval for March 21, 2018 Minutes (ATTACHMENT A)</p> <p>Motion made to approve March 21, 2018 meeting minutes. M/S: Mark Leonardi/Cheryl Valesquez</p> <p>Motion carried:8-0
YES: 8
Nay: 0</p> |
|-----|---|

ATTACHMENT A

	<p>Abstentions: 0</p> <p>Absent: Jeri Hansen, Cathy Balach, Paula McCray, Paul Hicks, Tami Pachó, Robin Klingbiel, Tony Castillo</p>
REGULAR CALENDAR	
III	<p>Chair Mancuso opened the Regular Calendar for discussion.</p> <p>A. 2018-19 WIOA Youth Service Contract (Action)</p> <p>Staff request the Napa Advisory Subcommittee select and approve a WIOA youth service contract for 2018-19 with a possible extension to 2021. The selected service provider will be forwarded to the Regional Workforce Development Board (RWDB) as a recommendation. Proposers may provide presentations.</p> <p>Workforce Alliance Executive Director, Bruce Wilson, reviewed the item with members. He shared that Voices made the decision not to renew their WIOA youth services contract for program year 2018-19 and thus a Request for Proposal (RFP) process was initiated. Two proposals were received; one from Napa County Health and Human Service Agency (NCHSA) and Napa County Office of Education (NCOE). The proposals were reviewed by a panel of two members from the Napa Subcommittee and a WIOA services manager from a neighboring county. Tammie Halloway and Gillie Miller presented the NCOE proposal and Teresa Brown, presented the NCHSA proposal.</p> <p>The subcommittee discussed each agency's scores; outreach and recruitment strategies; ability to leverage partnerships and funding, staff dedicated to managing caseload; budgets; program structure and systems; and, ability to meet WIOA youth service expenditure requirements;</p> <p>Motion made to recommend County of Napa, Health and Human Services Agency to the Regional Workforce Development Board, Executive Committee for approval for the 2018-19 Napa Youth Service provider. M/S: Mark Leonardi/Myles Davis</p> <p>Motion carried: 8-0 YES: 8 Nay: 0 Abstentions: 0 Absent: Jeri Hansen, Cathy Balach, Paula McCray, Paul Hicks, Tami Pachó, Tony Castillo, Robin Klingbiel</p> <p>B. CareerPoint Napa (Attachment B) (Action)</p> <ol style="list-style-type: none"> 1. Data Reports 2. Mission Moment <p>Staff will present data reports reflecting CareerPoint-Napa progress in Adult and DW programs. Immediately following, program operators will present an overview of their program and key accomplishments.</p> <p>Executive Director, Wilson reviewed the data reports highlighting enrollments, training services, exits and expenditures for each service area. Napa WIOA Services Program Manager, Brown introduced one of their clients who presented their experience using CareerPoint Napa.</p> <p>Motion made to accept reports as given. M/S: Amar Inalsingh/Frank Cuneo</p> <p>Motion carried:8-0 YES: 8 Nay: 0 Abstentions: 0 Absent: Jeri Hansen, Cathy Balach, Paula McCray, Paul Hicks, Tami Pachó, Tony Castillo, Robin Klingbiel</p>

ATTACHMENT A

C. 2018-19 Napa WIOA Adult and Dislocated Worker Service Contracts (Action)

Staff request the Napa Advisory Subcommittee ratify agreements with Napa Health and Human Service Agency for program year 2018-19.

Motion made to ratify agreements with County of Napa Health and Human Services for program year 2018-19.

M/S: Mark Leonardi/Amar Inalsingh

Motion carried:8-0

YES: 8

Nay: 0

Abstentions: 0

Absent: Jeri Hansen, Cathy Balach, Paula McCray, Paul Hicks, Tami Pacheco, Tony Castillo, Robin Klingbiel

MEMBER/DIRECTOR REPORTS

V The subcommittee agreed to postpone the Member and Director Reports section due to time constraints.

A. Member

B. Director

1. Retreat report

2. Mobile Career Center Partnership

3. High School Career Hub Partnership

ADJOURN

VI Chair Mancuso announced the next meeting is scheduled for Wednesday, September 19, 2018 and adjourned the meeting at 5:15.



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 Napa county

Section I. Personal Information

First Name: _____

Home Address: _____

Mailing Address: _____

City: _____

Zip: _____

Home Phone: _____

Email Address: _____

Section II. County / Location

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

Section III. Occupational Information

Industry Sector: Hospitality

Occupation / Title: Recruiting Manager

Employer: Auberge Resorts

ATTACHMENT B

Zip:

Employer Phone:

Section IV. Eligibility Certification

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.

☒ Business Member (Do you represent a "small business" as defined by the U.S. Small Business Administration? ☐ Y ☐ N)
Name of Business: Auberge Resorts, Calistoga Ranch, Auberge du Soleil, Solage

☐ Labor Organization
Name of Organization:

☐ Joint Labor-Management Apprenticeship Program
Name of Organization:

☐ Community-based Organization
Name of Organization:

☐ Adult Education and Literacy
Name of Provider:

☐ Higher Education
Name of Institution:

☐ Economic and Community Development
Name of Entity:

☐ State Employment Office

☐ Vocational Rehab
Name of Program:

Section V.

Describe how your participation on the WDB would advance Workforce Development programs.

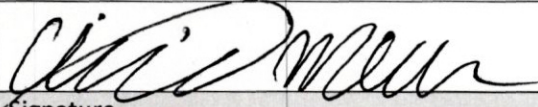
I have 6+ years experience in staffing experience & 10+ years in the hospitality industry. I come with a unique perspective & creative solutions on how to better the job market for the hospitality industry & others who are affected by low unemployment.

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

08-08-18

Date

Send completed applications to:

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

or email to:
pborrego@workforcealliancenorthbay.org