



WORKFORCE ALLIANCE
OF THE NORTH BAY
DRIVING WORKFORCE TALENT

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 Interim Chair, David Zwicky, called the meeting to order at 8:05.
- Members Present: David Zwicky, Jack Buckhorn, Suzie Byrne, Melissa Cadet, Keith Dias, Matt Egan, Robert Eyler, Ken Lippi, Mary Ann Perrine, Beth Pratt, Mary Kay Sweeney, Joanne Webster, Cecilia Zamora
- Members Absent: Kelley Hartman, Andrea Lackey, Joan Prigian, Bill Scott, Hunter Stern, Rick Wells
- Workforce Alliance Staff Present: Executive Director, Bruce Wilson; Board Clerk, Patricia Borrego;
- Guests: Marin WIOA Services Manager, Sherry Parr; Marin One Stop Operator, Cynthia Gunselman; Marin Employment Counselor, Josette Molloy; Marin County Office of Education, Jesse Madsen; Marin County Office of Education, Dane Lancaster
- 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 Interim Chair Zwicky opened the Consent Calendar for discussion.
- A. Approval for June 20, 2018 Minutes (Attachment A) (Action)
- Motion made to approve meeting minutes for June 20, 2018 meeting. M/S: Mary Kay Sweeney/ Keith Dias
- Motion carried: 11-0
Yea: 11
Nay: 0
Abstentions: Suzie Byrne and Rob Eyler (did not attend June 20, 2018 meeting)
Absent: Kelley Hartman, Andrea Lackey, Joan Prigian, Bill Scott, Hunter Stern, Rick Wells

REGULAR CALENDAR

- III Interim Chair Zwicky opened the Regular Calendar for discussion.
- A. Select Chair position for the 2018-2020 term (Action)

The nominations committee request a vote on its recommendations for chair for the term of 2018-2020.

Workforce Alliance Executive Director, Bruce Wilson, introduced the nomination of Suzie Byrne for the position of Marin Subcommittee Chair. Suzie Byrne accepted the nomination.

Motion made to approve Suzie Byrne for the position of Marin Subcommittee Chair for the term of 2018-2020. M/S: Joanne Webster/Mary Kay Sweeney

Motion carried: 12-0

Yea: 12

Nay: 0

Abstentions: Suzie Byrne

Absent: Kelley Hartman, Andrea Lackey, Joan Prigian, Bill Scott, Hunter Stern, Rick Wells

B. Membership Approval ([Attachment B](#)) (Action)

Staff request ratification of Jason Henderson's application for membership to the Marin Advisory Subcommittee.

Wilson introduced the membership application of Jason Henderson. He informed the subcommittee that the Regional Workforce Development Board Executive Committee (RWDBEC) approved the application at their September 12 meeting. He stated Henderson was introduced to the Workforce Alliance by former Marin Subcommittee Chair, Windi Snearly, Henderson is a District Manager for Wells Fargo. The subcommittee reviewed and discussed Henderson's application.

Motion made to ratify the RWDBEC's approval of Jason Henderson's application for membership to the Marin Subcommittee. M/S: Jack Buckhorn/Beth Pratt

Motion carried: 13-0

Yea: All

Nay: 0

Abstentions: 0

Absent: Kelley Hartman, Andrea Lackey, Joan Prigian, Bill Scott, Hunter Stern, Rick Wells

C. Policy and Oversight Committee (Action)

Staff request ratification of Beth Pratt's appointment to the regional policy and oversight committee.

Wilson shared with the subcommittee that the RWDBEC at its meeting on August 8, 2018, acted to establish a regionally configured Policy and Oversight Committee (POC) composed of representatives from each of the four-member counties. The purpose of the POC is two-fold. First, it will review and establish policy recommendations for approval by the Regional Workforce Development Board (RWDB), in accordance with the bylaws. Secondly, the POC will assist the RWDBEC in reviewing performance of the Workforce Alliance's CareerPoint centers. At the RWDBEC meeting on September 12, 2018 members discussed and approved Beth Pratt for membership to the POC. Beth Pratt accepted the nomination. Wilson requested ratification of this approval to members of the Marin Subcommittee.

Motion made to ratify the Regional Workforce Development Board Executive Committee's appointment of Beth Pratt to the Policy and Oversight Committee. M/S: Rob Eyler/Keith Dias

Motion carried: 12-0

Yea: 12

Nay: 0

Abstentions: Beth Pratt
Absent: Kelley Hartman, Andrea Lackey, Joan Prigian, Bill Scott, Hunter Stern, Rick Wells

INFORMATION / DISCUSSION ITEMS

IV Newly appointed Subcommittee Chair, Suzie Byrne, opened the Information/Discussion Items section for discussion.

A. Innovation Fund Awardee (**Presentation**)
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.

Wilson introduced Dane Lancaster and Jesse Madsen of the XR Marin training program. Lancaster and Madsen provided information about the program and shared the project's partnership includes, in addition to Marin County Office of Education (MCOE) and the Workforce Alliance, Novato Unified School District, College of Marin, and Marin County Free Library. Flyers for upcoming virtual reality events were provided to members and included: Immersive Experiences, Beat Saber Marathon, sexual harassment training, and, training for Real Estate Agents.

B. BrightFutures Update (**Presentation**)
Staff will provide an update on progress to implement BrightFutures initiative.

Wilson shared the BrightFutures program provides three ways to assist youth in their career exploration. It has a database of Career Ambassadors available to provide one-on-one informational interviews and/or classroom career talks. Secondly, it establishes one school in each county with a career hub. Lastly, it will have a mobile career unit to take services to the outer areas of the Workforce Alliance region. For example, those areas affected by the wildfires. Wilson stated that the Workforce Alliance is currently drafting an MOU with MCOE.

C. Mission Moment (**Presentation**)
CareerPoint Marin operators will present a client or program success story.

Marin WIOA Services Manager, Sherry Parr, announced that CareerPoint Marin received the Hallmarks of Excellence in the AJCC certification process. Marin Employment Counselor, Josette Molloy, shared her focus is working in the healthcare sector, one of the in-demand sectors for Marin County. She conducts outreach in the community, participates in the Homecare Aid Training Program (HATP) and participates in the Marin-Sonoma healthcare partnership. A client was scheduled to join her in the presentation, but he was unable to attend due to work. He is a Certified Nurse's Assistant, bi-lingual/bi-cultural and working full-time at an hourly wage of \$23.00 with full benefits.

D. Local and Regional Plans
Staff will brief the subcommittee on upcoming actions pertaining to local and regional planning guidance.

Wilson announced the state is requiring each local board to update its strategic plan that was developed two years ago. The state wants the updated local plans to be in alignment with the required regional strategic plans. Plans are due by March 30, 2019. The local plan requires updated information on the following services and populations: child support; immigrant and refugee; CalFRESH, and Vocational Rehabilitation. Workforce Alliance Chief Strategist, Racy Ming, will be contacting a variety of agencies and organizations to discuss obtain information.

MEMBER / DIRECTOR REPORTS

V Chair Byrne opened the Member/Director Reports section for announcements.
A. Member

Member Joann Webster announced the San Rafael Chamber has an event scheduled for November 15, 2018, Women in Industry. Marin Subcommittee member, Mary Kay Sweeney will receive an award at this event. Member Beth Pratt announced an event at the Indian Valley College on September 29, 2018. Member Cecilia Zamora announced the screening of the movie CoCo in Spanish, on October 17, 2018 for the Latino Film Festival, Vive El Cine. Member David Zwicky announced the event Healing at Home on October 1, 2018. Member Mary Kay Sweeney announced the opening of the King Street Senior Housing in Larkspur to occur by the holidays. Member Jack Buckhorn announced the North Bay Trades Introduction Program will occur in Napa County for its next upcoming rotation and a recruiting event is scheduled for October 1, 2018 in the city of Napa. Wilson requested members who made announcements to send him the information and staff can tweet and post the information on Workforce Alliance social media.

B. Director

1. AB 1234 Ethics Training Requirement

Board Clerk, Patricia Borrego, announced she would contact members that were due to complete training.

ADJOURN

VI Chair Byrne announced the next meeting is scheduled for December 19, 2018 and adjourned the meeting at 9:35.