



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

**REGIONAL WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE  
MEETING AGENDA**

Wednesday, August 8, 2018  
9:00 AM

Locations:

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

Marin County: 17 East Sir Francis Drake Blvd., Larkspur, CA

**CALL TO ORDER**

- |    |      |                                       |
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| I. | 9:00 | A. Introductions<br>B. Public Comment |
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**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. June 27, 2018 Meeting Minutes (Attachment A) |
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**REGULAR CALENDAR**

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| III. |  | <p>A. Mendocino Advisory Subcommittee Nominations (<b>Action</b>)<br/>The committee will review and approve applications for membership in the Mendocino Advisory Subcommittee. Applications to be reviewed include:</p> <ul style="list-style-type: none"><li>• William Feather, Inmate Services Coordinator, Mendocino County Sheriff Department</li><li>• Pamela Jensen, Executive Director, Ukiah Valley Association for Habilitation</li><li>• Maureen Mulheren, Owner, Ukiah Valley Networking Agency</li><li>• Megan Barber Allende, President and CEO, Community Foundation of Mendocino County</li><li>• Lene Vinding, Accounting and Human Resources Manager, Pamela's Products Incorporated</li><li>• Christy Pedroncelli Smith, Principal, Ukiah Adult School and Director, Mendocino Lake ACE Consortium</li><li>• Frank Cuneo, current member of the Napa Advisory Subcommittee</li><li>• Paul Castro, current member of the Lake Advisory Subcommittee</li></ul> <p>B. Transfer \$80,000 from Dislocated Worker funding to Adult funding. (<b>Action</b>)<br/>Staff requests the committee to transfer \$80,000 from dislocated worker services funding to adult services funding.</p> <p>C. Establishment of a Policy and Oversight Committee (<b>Action</b>)<br/>The committee will discuss the implementation of a Regional Workforce Development Board Policy and Oversight committee.</p> |
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**INFORMATION/DISCUSSION ITEMS**

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| IV. |  | No items |
|-----|--|----------|

**MEMBER/DIRECTOR REPORTS**

- |    |  |                          |
|----|--|--------------------------|
| V. |  | A. Member<br>B. Director |
|----|--|--------------------------|

**ADJOURN**

VI.		A. Next meeting Wednesday, September 12, 2018
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# ATTACHMENT A



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

## REGIONAL WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE SPECIAL MEETING AGENDA

Wednesday, June 27, 2018

9:00 AM

### Locations:

Main: Workforce Alliance Office, 1546 First Street, Second Floor,  
Napa, CA

Lake County: 21735 Dry Creek Road, Middletown, CA

Marin County: 17 East Sir Francis Drake Blvd., Larkspur, CA

Outside Region: 35 N. Freeway Blvd., Suite 140, Sacramento, CA

### CALL TO ORDER

- I. Committee Chair, Jeri Hansen, called the meeting to order at 9:07.
- Present: Jeri Hansen, Mary Ann Mancuso, Monica Rosenthal, and Paul Castro
- Absent: David Zwicky
- Chair, Jeri Hansen, asked for public comment.
- 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, Jeri Hansen, opened the Consent Calendar for discussion.
- A. June 8, 2018 Special Meeting Minutes (Attachment A)
- Motion made to approve June 8, 2018 meeting minutes. M/S: Mary Ann Mancuso/Monica Rosenthal  
Motion carried: 4-0  
AYES: Jeri Hansen, Mary Ann Mancuso, Monica Rosenthal, and Paul Castro  
No: 0  
Abstentions: 0  
Absent: David Zwicky

### REGULAR CALENDAR

- III. Chair, Jeri Hansen, opened the Regular Calendar for discussion.
- A. Napa WIOA Youth Services Contract 2018-19
- Staff request the Executive Committee to review and approve the Napa Advisory Subcommittee's recommendation for the Napa WIOA Youth Services 2018-19 contract. If approved, staff request of the Executive Committee to make a recommendation to the Governing Board for final approval.

# ATTACHMENT A

	<p>Workforce Alliance Executive Director, Bruce Wilson, stated that the sub-contracted service provider for Workforce Innovation and Opportunity Act (WIOA) youth services in Napa County would not be renewing its contract for program year 2018-19. Therefore, the Workforce Alliance office launched a Request for Proposals (RFP) and received two submissions - Napa County Health and Human Service Agency (NCHHSA) and Napa County Office of Education (NCOE). These proposals were presented to the Napa Advisory Subcommittee on Tuesday, June 26. Mary Ann Mancuso who chaired the Napa Advisory Subcommittee meeting shared with the committee that the Napa Advisory Subcommittee members agreed that the 2018-19 contract should be awarded to NCHHSA due to its knowledge of the WIOA program, established WIOA program systems, and the needed partnerships.</p> <p>The committee discussed NCHHSA's current Corrective Action Plan and their status in rectifying the challenges. Present at the meeting were NCHHSA's WIOA program manager, Teresa Brown, who stated the challenges are being addressed and she is confident NCHHSA will successfully meet the requirements of the CAP and contract. Wilson added to the discussion that NCHHSA proposed to assign one full-time counselor to WIOA youth services. This staff member would be responsible for enrolling and working with 35 new youth, and developing work experience sites.</p> <p>Motion made to recommend to the governing board for final approval the Napa County Health and Human Service Agency as the Napa County WIOA youth services contractor for 2018-19. M/S: Mary Ann Mancuso/Monica Rosenthal AYES: Jeri Hansen, Mary Ann Mancuso, Monica Rosenthal, and Paul Castro No: 0 Abstentions: 0 Absent: David Zwicky</p>
<b>INFORMATION/DISCUSSION ITEMS</b>	
IV.	No items
<b>MEMBER/DIRECTOR REPORTS</b>	
V.	No Member and/or Director reports
<b>ADJOURN</b>	
VI.	Chair, Jeri Hansen, confirmed the committee members had no additional items to discuss and adjourned the meeting at 9:19 AM.