



**MEETING MINUTES
GOVERNING BOARD
AMENDED SPECIAL MEETING AGENDA**

Thursday, June 28, 2018
9:00 AM

Main: Workforce Alliance of the North Bay Office, 1546 First Street, Napa, CA

Lake: 22223 Hwy 29 Rancheria Road, Middletown, CA

Marin: 465 Ridge Road, Novato, and 3501 Civic Center Dr, Room 329, San Rafael, CA

Mendocino: 501 Low Gap Road, Room 1010, Ukiah, CA,

Outside Region: Hartford Marriott Downtown, 200 Columbus Blvd., Hartford, CT

I.	<p>President Damon Connolly called the meeting to order at 9:15.</p> <p>Present: Damon Connolly, Moke Simon, Dan Gjerde, Georgeanne Croskey, Alfredo Pedroza, and Brad Wagenknecht</p> <p>Absent: Jim Steele and Judy Arnold</p>
	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.	<p>Connolly opened the Consent Calendar for discussion.</p> <ul style="list-style-type: none"> A. Meeting Minutes February 8, 2018 [Attachment: IIA1 February Minutes] B. Retreat Meeting Minutes April 26, 2018 [Attachment: IIB1 Retreat Minutes/ Outcomes] <p>Motion made to approve the Consent Calendar. M/S: Alfredo Pedroza/Moke Simon Motion carried: 5-0 Ayes: Damon Connolly, Moke Simon, Dan Gjerde, Georgeanne Croskey, and Alfredo Pedroza No: 0 Abstentions: 0 Absent: Jim Steele, Judy Arnold and Brad Wagenknecht</p>
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REGULAR CALENDAR

III.	<p>Connolly opened the Regular Calendar for discussion and welcomed Brad Wagenknecht to the meeting.</p> <ul style="list-style-type: none"> A. Agreements [Attachment: IIIA1. Board Letter] <p>Workforce Alliance Executive Director Bruce Wilson provided a summary of each agreement. Wilson highlighted the MOU agreements in the table and explained that these partnership based agreements were intended deliver high school career hubs and mobile career center so that the Workforce Alliance could extend its reach bring services to scale. Wilson informed the members that \$103,000 from an expiring workforce and education grant will be used to purchase equipment for the high school career hubs and mobile career center. The grant requires all funding to be</p>
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<p>exhausted by June 30, 2018. Wilson shared each county’s office of education was given the liberty to choose the high school in which to initiate the project. All of the current Workforce Innovation and Opportunity Act (WIOA) service providers were recommended to continue or renew their contracts for program year 2018-19.</p> <p>Motion made to approve all agreements. M/S: Alfredo Pedroza/Brad Wagenknecht Motion carried: 6-0 Ayes: Damon Connolly, Moke Simon, Dan Gjerde, Georgeanne Croskey, Alfredo Pedroza and Brad Wagenknecht No: 0 Abstentions: 0 Absent: Jim Steele and Judy Arnold</p>
<p>B. Governing Board By-laws [Attachment: IIIB1 Board Letter; IIIB2 Draft By Laws]</p> <p>Wilson presented the draft bylaws to the board. The members made the following revision requests:</p> <ul style="list-style-type: none"> • The definition of “quorum” should be defined as “a majority of members” versus “a majority of members present at a meeting”. A majority is 51%. • The new position of a secretary treasurer will be assigned to the Executive Director of the Workforce Alliance. • Each county will appoint an alternate board member which can be chosen during their regular appointment process. • Only members of the Board of Supervisors can sit on the governing board. <p>Members agreed to hold this item for vote until the next meeting on Thursday, August 9. Members requested that Wilson revise the bylaws to reflect the recommendations that were discussed and to present the revised bylaws at the next meeting for approval.</p>
<p>C. 2018-19 Proposed Budget [Attachment: IIIC1 Board Letter; IIIC2 Proposed Budget]</p> <p>Wilson and Fiscal Analyst Taylor Swain presented the budget and at the request of the board elaborated on Workforce Alliance staff positions and their respective responsibilities. Members discussed the growth of the Workforce Alliance and suggested developing a fiscal plan that would ensure sustainability for FTE staff. Members requested that both the current budget and the proposed budget be presented together in future presentations for better analysis. Members asked for clarification regarding carry-in revenue. Wilson and Swain explained that WIOA funds have a life span of typically two years. Funding that is unspent in the first year can be carried in to the following year’s budget. Any unspent funds at the end of year 2 of the fund life span must be returned to the state. Swain further explained that all of the Workforce Alliance’s funding has specific requirements even the non-WIOA funding. As such, expenditures must be in accordance with the requirements. We do not per se have general expenditure funds in the WIOA budget. Supervisor Dan Gjerde expressed concern that he is not seeing “reserves” in the WANB budget. Wilson agreed that he shared that concern and that the members should discuss at future meetings how to establish reserves. Wilson informed the board that the 2017-18 budget and expenditures will be presented at the next meeting on Thursday, August 9 and underscored that there will be an additional \$103,000 expenditure under the expenditures line for equipment due to the high school career hubs and mobile career center agreements approved herein. This expenditure would take us over the approved \$88,000 in the original budget but expenditures in total would remain under budget.</p> <p>Motion made to approve proposed budget and to authorize Workforce Alliance Executive Director to implement Workforce Alliance business in accordance with the proposed budget. M/S: Moke Simon/ Brad Wagenknecht Motion carried: 6-0 Ayes: Damon Connolly, Moke Simon, Dan Gjerde, Georgeanne Croskey, Alfredo Pedroza and Brad Wagenknecht No: 0 Abstentions: 0 Absent: Jim Steele and Judy Arnold</p>
<p>D. New Monetary Contributions [Attachment: IIID1 Board Letter]</p> <p>Wilson shared upon approval Wells Fargo would like to donate \$20,000 to the Workforce Alliance for another round</p>

	<p>of Innovation fund contracts.</p> <p>Motion made to accept a \$20,000 donation from Wells Fargo to fund a second round of Innovation fund contracts. M/S: Brad Wagenknecht/Alfredo Pedroza Motion carried: 6-0 Ayes: Damon Connolly, Moke Simon, Dan Gjerde, Georgeanne Croskey, Alfredo Pedroza and Brad Wagenknecht No: 0 Abstentions: 0 Absent: Jim Steele and Judy Arnold</p>
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INFORMATION/DISCUSSION ITEMS

IV.	<p>A. Workforce Alliance and State Monitoring [Discussion]</p> <p>Wilson shared the WIOA is a heavily monitored program and the state conducts one program monitoring and one fiscal and procurement monitoring every year. Most recently the Workforce Alliance received a fiscal and procurement monitoring during which the state monitor voiced concern per the relationship between the Workforce Alliance Executive Director position and the contractor, Napa County Health and Human Service Agency (Napa HHSA). NHHSA Program Manager had provided supervision over the Executive Director position and is also contracted to provide services. This may be a potential area of conflict of interest. Wilson also stated the Workforce Alliance is waiting for a final report from the state and we will address concerns once received and will keep Governing Board involved and updated.</p>
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	<p>B. Employee Loan Agreement [Discussion]</p> <p>Wilson stated the Governing Board provides direction to Workforce Alliance staff. As new employee loan contracts are developed this will be stated more clearly. The Napa HHSA CEO is working to resolve the issue. Wilson shared that contracts will be presented at the August meeting as action items put forth for vote and approval.</p>
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	<p>C. Program Reports [Attachment: IVC1 Program Reports]</p> <p>Swain presented the format for service provider expenditure reports. Using Marin’s report as a sample, he reviewed adult and dislocated worker budgets, provider expenditures, state required expenditures, leveraged resources and obligated funding. The state requires 30% of the adult and dislocated worker allocations to be spent on training. Each Workforce Development Board can apply 10% of leveraged resources towards the 30% training expenditure requirement. An example of leveraged resources are Pell grants. The Workforce Alliance didn’t meet this requirement last year and received a Corrective Action Plan (CAP) and is currently waiting on fiscal reports from the service providers to determine the status of present training expenditures. Wilson stated staff will be adding training-related employment and training-obligated funds to future reports.</p>
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	<p>D. Retreat Reflection [Discussion]</p> <p>Wilson reviewed the retreat outcomes. Members agreed it was a productive session and that there should be a planning session once a year. Wilson said he would provide status update on goals at mid year.</p>
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MEMBER/DIRECTOR REPORTS

V.	<p>A. Members: None</p>
	<p>B. Director</p> <p>Marin Board of Supervisors Economic & Workforce Planning Session Lake County Economic & Workforce Comprehensive Plan</p> <p>Supervisor Moke Simon provided the status on the Pawnee fire and gave an overview of the Lake County Economic and Workforce Comprehensive Plan. He described the Lake County format as a “world café” approach versus a town hall. He said it was productive and believes the Lake County Board of Supervisors is moving towards a shared vision for their community. Wilson included that the economic and workforce planning sessions are an effort between the Workforce Alliance and the BoS from each partner county to develop a comprehensive vision for their individual county and for the region. This will direct Workforce Alliance efforts and make sure they are nimble and achievable.</p>

Connolly added that the Marin session will occur on Monday, July 23 and will feature the Workforce Alliance and Marin Economic forum (MEF). The session will bring together education, workforce and economics and include large employers, educators, and the trades and apprenticeships. While not headlining topics, housing and transportation will all be included in discussions due to their significant connection and influence on education, workforce and the economy.

A D J O U R N

VI. A. Next Meeting Agenda Items

The next meeting is scheduled for Thursday, August 9, 2018 at 9:00 AM.

Connolly adjourned the meeting at 10:45 AM.