

ATTACHMENT II.A

REGIONAL WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING
MINUTES

Wednesday, August 14, 2019
9:00 AM

Napa County: 1546 First Street, Second Floor, Napa, CA

Mendocino County: 2550 N. State Street, Ukiah, CA



CALL TO ORDER

I.	9:00	<p>A. Chair Jeri Hansen called the meeting to order at 9:10 AM.</p> <p>Members Present: Executive Committee Chair Jeri Hansen; Executive Committee Vice Chair Maureen Mulheren; Napa Advisory Subcommittee Chair Mary Ann Mancuso; Mendocino Advisory Subcommittee Chair Lene Vinding, Marin Advisory Subcommittee Chair Susan Byrne, Policy & Oversight Subcommittee Chair Amar Inalsingh.</p> <p>Members Absent: Lake Advisory Subcommittee Chair Monica Rosenthal</p> <p>Workforce Alliance Staff Present: Executive Director, Bruce Wilson; Workforce Development Analyst, Sylwia Palczewska; Fiscal Officer, Taylor Swain; Business Services Representative, Stacey Caico; Operations Analyst Tamara Ochoa; Operations Officer Laura Davis.</p> <p>Guests: CareerPoint MARIN Program Manager, Sherry Parr; CareerPoint NAPA Program Manager, Teresa Brown.</p> <p>Public Comment: None</p>
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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.		<p>A. Approve May 8, 2019 Meeting Minutes. [Attachment II.A]</p> <p>Motion made to approve May 8, 2019 Meeting Minutes. M/S Mary Ann Mancuso / Suzie Byrne Motion carried: 5-0 Yea: 5 Nay: 0 Abstentions: Maureen Mulheren Absent: Monica Rosenthal</p>
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REGULAR CALENDAR

III.		<p>A. DW to Adult Transfer Request (Action) CareerPoint Napa and CareerPoint Marin have requested to transfer the funds from DW to Adult for PY 19/20. Requested Action: Approve transfer of funds from DW to Adult for PY 19/20 for CareerPoint Napa and CareerPoint Marin.</p> <p>Motion made to approve transfer of funds from DW to Adult for PY 19/20 for CareerPoint Napa.</p>
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M/S Suzie Byrne / Amar Inalsingh

Motion carried: 6-0

Yea: 6

Nay: 0

Abstentions: 0

Absent: Monica Rosenthal

Motion made to approve transfer of funds from DW to Adult for PY 19/20 for CareerPoint Marin.

M/S Amar Inalsingh / Suzie Byrne

Motion carried: 6-0

Yea: 6

Nay: 0

Abstentions: 0

Absent: Monica Rosenthal

B. Request to rollover unspent funds (Action)

CareerPoint Napa has requested to rollover unspent youth funds and Career Point Lake and CareerPoint Mendocino have requested to rollover unspent all WIOA program funds from PY 18/19 to PY 19/20.

Requested Action: Consider request to rollover unspent funds from PY 18/19 to PY 19/20.

Fiscal Officer Swain presented State of California requirements for training funds for Adult and Dislocated Worker programs. Executive Committee thoroughly discussed the request and expressed concerns. Sherry Parr said that CareerPoint Marin also has unspent training money that they want to carry-in. Executive Committee decided that each service provider will need to present a specific plan on how they're going to spend training money to their Local Advisory Subcommittee. Executive Committee will consider any recommendation from the Local Advisory Subcommittee. Operations Officer Laura Davis clarified that rolling over unspent youth funds is safe and recommended approving request from CareerPoint Napa.

Motion made to approve request to rollover unspent youth funds from PY 18/19 to PY 19/20 CareerPoint Napa.

M/S Amar Inalsingh / Suzie Byrne

Motion carried: 6-0

Yea: 6

Nay: 0

Abstentions: 0

Absent: Monica Rosenthal

Motion made to have all service providers present a specific plan for spending training money to their Local Advisory Subcommittee and seek their approval.

M/S Mary Ann Mancuso / Amar Inalsingh

Motion carried: 6-0

Yea: 6

Nay: 0

Abstentions: 0

Absent: Monica Rosenthal

C. AB1111 (Action)

Staff will discuss local CBO's interested in submission of applications for AB1111 funds.

Requested Action: Consider and potentially approve partnership agreements with recommended partners.

Executive Director Wilson reported that several community organizations reached out to Workforce Alliance to partner in applying for Breaking Barriers to Employment Act AB1111 funds – program administered by the California Workforce Development Board. Wilson, Swain, and Davis met with all interested organizations and listened to their program propositions. Wilson recommended that the WANB sign partnership agreements with all CBO's that requested our assistance.

Motion made to approve partnership agreements with listed organizations.

M/S Mary Ann Mancuso / Amar Inalsingh

Motion carried: 6-0

Yea: 6

Nay: 0

Abstentions: 0

Absent: Monica Rosenthal

D. Proposed new Regional Dashboard Format [Attachment III.D] (Action)

Requested Action: Consider and possibly approve Policy and Oversight Committee recommendations for revised dashboard format.

Operation Analyst Tamara Ochoa explained each section of the new dashboard. Executive Committee appreciated new format and agreed it is easier to read and interpret. Executive Director Wilson thanked the Policy and Oversight Committee members and Operation Analyst Ochoa for their work on a new revamped dashboard format.

Motion made to approve new dashboard format.

M/S Mary Ann Mancuso / Suzie Byrne

Motion carried: 6-0

Yea: 6

Nay: 0

Abstentions: 0

Absent: Monica Rosenthal

E. Approval of Subcommittee Members [Attachment III.E] (Action)

The committee will review and approve new applications for membership to one or more of the WANB Subcommittees:

- Brian Avila, Director of Operations & Member Services, The ROC – Napa Advisory Subcommittee
- Alan Flora, City Manager, City of Clearlake – Lake Advisory Subcommittee

Requested Action: Consider and possibly approve new Subcommittee Members

Motion made to approve new members.

M/S Lene Vinding / Amar Inalsingh

Motion carried: 6-0

Yea: 6

Nay: 0

Abstentions: 0

Absent: Monica Rosenthal

F. Conflict of Interest Code Revisions [Attachment III.F] (Action)

Requested Action: Close public comment period as of August 24th, 2019.

Workforce Alliance Conflict of interest was updated to accommodate following changes:

- Removing Local Advisory Subcommittee Members
- Consolidating the Executive Director and Local Area Administrator positions

	<ul style="list-style-type: none"> • One Stop Operator changed to Career Service Provider • Adding Mendocino Career Service Provider <p>Motion made to close public comment period as of August 24th, 2019. M/S Suzie Byrne / Amar Inalsingh Motion carried: 6-0 Yea: 6 Nay: 0 Abstentions: 0 Absent: Monica Rosenthal</p>
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INFORMATION / DISCUSSION ITEMS

IV.	<p>A. Impact Napa Executive Director Wilson reported that Workforce Alliance was a sponsor for the Impact Napa event held by the North Bay Journal on August 20, 2019 at the Meritage Hotel in Napa. Part of the event was devoted to the wildfire preparedness.</p> <p>B. Business Resource Fair Executive Director Wilson reported on the Business Services Fair that was held on June 25, 2019 at the COPIA Atrium and Vintner’s Theater in Napa. 112 people attended the event: 78 were employers and 34 were network partners. Dr. Robert Eyler, president of Economic Forensic and Analytics and Regional Workforce Development Board member was our opening speaker. Wilson thanked Chair Jeri Hansen for leading the program.</p> <p>C. February 4, 2020 Regional Training Conference All Workforce Alliance board members and Service Providers Staff are invited to participate in the Regional Training Conference on February 4, 2020.</p>
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MEMBER / DIRECTOR REPORTS

V.	<p>A. Member - Lene Vinding shared that she and Monica Rosenthal joined Bruce and Taylor as invited guests to the MPIC, Inc board meeting. She said it was a very difficult meeting and that there were fiscal related concerns that WANB and MPIC are in disagreement about. A follow up meeting is intended to occur in Fall 2019.</p> <p>B. Director</p>
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ADJOURN

VI.	<p>A. Future Agenda Items B. Adjourn</p> <p>Chair Hansen adjourned the meeting at 10:42 AM.</p>
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