

ATTACHMENT A

MEETING MINUTES

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

- I. Executive Committee Chair, Jeri Hansen, called the meeting to order at 9:16.  
  
Committee Members Present: Jeri Hansen, David Zwicky, Monica Rosenthal, Mary Ann Mancuso  
Committee Members Absent: Paul Castro  
Workforce Alliance Staff Present: Executive Director, Bruce Wilson, Analyst, Taylor Swain, Business Engagement Representative-Napa, Angela Cooper, Analyst, Doug Orlando, Chief Strategist, Racy Ming, Board Clerk, Patricia Borrego  
Workforce Alliance Partners Present: Napa WIOA Manger, Teresa Brown  
  
B. 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 Hansen opened the Consent Calendar for public comment.  
  
A. June 27, 2018 Meeting Minutes (Attachment A)  
  
Motion made to approve Consent Calendar. M/S: Mary Ann Mancuso/Monica Rosenthal  
  
Motion carried: 3-0  
Yay: Jeri Hansen, Monica Rosenthal and Mary Ann Mancuso  
Nay: 0  
Abstention: David Zwicky  
Absent: Paul Castro

REGULAR CALENDAR

- III. Chair Hansen opened the Regular Calendar for discussion.  
  
A. Mendocino Advisory Subcommittee Nominations (**Action**)  
The committee will review and approve applications for membership in the Mendocino Advisory Subcommittee. Applications to be reviewed include:
  - William Feather, Inmate Services Coordinator, Mendocino County Sheriff Department
  - Pamela Jensen, Executive Director, Ukiah Valley Association for Habilitation
  - Maureen Mulheren, Owner, Ukiah Valley Networking Agency
  - Megan Barber Allende, President and CEO, Community Foundation of Mendocino County

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- Lene Vinding, Accounting and Human Resources Manager, Pamela's Products Incorporated
- Christy Pedroncelli Smith, Principal, Ukiah Adult School and Director, Mendocino Lake ACE Consortium
- Frank Cuneo, current member of the Napa Advisory Subcommittee
- Paul Castro, current member of the Lake Advisory Subcommittee

Workforce Alliance Executive Director, Bruce Wilson, introduced the applications for Mendocino Advisory Subcommittee membership. Wilson shared that Paul Castro and Frank Cuneo have requested to transfer from their current subcommittee to the Mendocino Advisory Subcommittee. The committee discussed the applicants and noted the combination created a good representation of the community.

Motion made to approve all applications for membership to the Mendocino Advisory Subcommittee. M/S: Mary Mancuso/Monica Rosenthal

Motion carried: 4-0

Yay: Jeri Hansen, Monica Rosenthal, Mary Ann Mancuso and David Zwicky

Nay: 0

Abstention: 0

Absent: Paul Castro

B. Transfer \$80,000 from Dislocated Worker funding to Adult funding. (Action)

Staff requests the committee to transfer \$80,000 from dislocated worker services funding to adult services funding.

Wilson shared service providers are assisting more adult clients than dislocated workers and thus the added funding would allow the Workforce Alliance to assist the service providers more effectively.

Motion made to approve a transfer of up to \$80,000 from Dislocated Worker funding to Adult funding. M/S: Mary Ann Mancuso/David Zwicky

Motion carried: 4-0

Yay: Jeri Hansen, Monica Rosenthal, Mary Ann Mancuso, and David Zwicky

Nay: 0

Abstention: 0

Absent: Paul Castro

C. Establishment of a Policy and Oversight Committee (Action)

The committee will discuss the implementation of a Regional Workforce Development Board Policy and Oversight committee.

Wilson presented the idea of a Policy and Oversight committee. This committee would fall under the Brown Act, should have geographical representation, and provide budget and contract oversight. Chair Hansen offered to be the lead for membership recruitment.

Motion made to establish a Regional Workforce Development Board Policy and Oversight Committee. M/S: Mary Ann Mancuso/ Monica Rosenthal

Motion carried: 4-0

Yay: Jeri Hansen, Monica Rosenthal, Mary Ann Mancuso, and David Zwicky

Nay: 0

Abstention: 0

Absent: Paul Castro

### INFORMATION/DISCUSSION ITEMS

IV. Chair Hansen asked the committee for Information and Discussion Items.

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Hansen shared that the California Economic Summit will be in Santa Rosa this year and she will send out info to the group. Wilson asked Business Engagement Representative, Angela Cooper, to take the lead in coordinating members to attend the Summit.

### MEMBER/DIRECTOR REPORTS

- V.
- A. Member: None
  - B. Director

Wilson announced:

- 1) Redwood Community Services (RCS) withdrew their partnership for program year 2018-19. However, RCS has agreed to continue services until a replacement and transition to a new partner is accomplished. The Workforce Alliance released a Request for Proposal (RFP) and will present the contract nominees to the Lake and Mendocino Subcommittees on Thursday, September 6. The Lake and Mendocino Subcommittees will make a recommendation to the Executive Committee which will be reviewed at its Wednesday, September 12 meeting. Executive Committee approval/s will be reviewed and receive final approval by the Governing Board at its Friday, September 28 meeting. Wilson stated he will have the Workforce Alliance Operations Officer, Laura Davis, contact members of the Lake and Mendocino Subcommittees to recruit participants for the proposal evaluations.
- 2) The Marin Advisory Subcommittee is in the process of filling the position of Chair. David Zwicky is interim Chair.
- 3) The Workforce Alliance has partnered with the County Offices of Education (COE) in each county discuss establishing a career hub at one high school in each county. Each COE will choose the high school. Additionally, the Workforce Alliance in partnership with the California Human Development Corporation will incorporate a mobile career center into the menu of resources and specifically target youth that live in the outer areas of the region. The Workforce Alliance will provide equipment for each center. The primary goal is to inform youth of potential careers in the in-demand sectors.
- 4) In order to strengthen the ties between education, economics and workforce development, he is researching the possibilities of sharing space with SBDCs across the region and has reached out to Napa-Sonoma SBDC.
- 5) Paul Castro is actively seeking funding opportunities to support the Lake and Mendocino complex fires.
- 6) The Workforce Alliance along with its North Bay Employment Connection (NBEC) partners, Sonoma and Solano Counties, wants their established industries to submit proposals for funding available through an Innovation fund. There's \$130,000 available and submissions are due by August 13.

- VI. Chair Hansen announced the next meeting for Wednesday, September 12, 2018 and adjourned the meeting at 10:20.