

ATTACHMENT II.A

REGIONAL WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING
MINUTES

Wednesday, May 8, 2019
9:00 AM

Napa County: 1546 First Street, Second Floor, Napa, CA
4 Forrester Lane, Yountville, CA
Mendocino County: 25550 N. State Street, Ukiah, CA



CALL TO ORDER

I.	9:00	<p>A. Chair Jeri Hansen called the meeting to order at 9:08.</p> <p>Members Present: Executive Committee Chair Jeri Hansen; 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; Operations Analyst, Sylwia Palczewska; Fiscal Officer, Taylor Swain; Business Services Representative, Stacey Caico.</p> <p>Guests: Senior Business Program Coordinator, CareerPoint MARIN, Caran Cuneo.</p> <p>B. 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. April 10, 2019 Meeting Minutes [Attachment II.A]</p> <p>Motion made to approve April 10, 2019 Meeting Minutes. M/S Mary Ann Mancuso / Suzie Byrne Motion carried: 4-0 Yea: 4 Nay: 0 Abstentions: Amar Inalsingh Absent: Monica Rosenthal</p>
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REGULAR CALENDAR

III.		<p>A. Regional Board Meeting June 13, 2019 (Action) The committee will discuss the outline of the upcoming Regional Board meeting and approve location. Requested Action: Approve space agreement with Sonoma State University. Executive Director Wilson explained that there is a space agreement with Sonoma State University that will cover parking passes, space use, and audio-visual equipment. He asked the Executive Committee to approve the agreement.</p> <p>Motion made to approve space agreement with Sonoma State University. M/S: Amar Inalsingh / Mary Ann Mancuso</p>
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Motion carried: 5-0
Yea: 5
Nay: 0
Abstentions: 0
Absent: Monica Rosenthal

B. Approve amendment with Business U for board development training (Action)

Staff will update the Executive Committee on discussions with Business U for board development training.

Requested Action: Approve amendment in the amount of \$6,500 for board development training. Executive Director Wilson explained that Workforce Alliance already has the approved contract with Business U for \$20,000, from which \$14,000 was already spent. The amount needed to cover the cost of the board development training is \$6,500. The amendment to the contract will be to increase \$500 on our current contract. Chair Hansen expressed her support for this customized board development training.

Motion made to increase \$500 on the contract with Business U.

M/S: Mary Ann Mancuso / Susan Byrne

Motion carried: 5-0

Yea: 5

Nay: 0

Abstentions: 0

Absent: Monica Rosenthal

C. CareerPoint Center Progress [Attachment III.C] (Action)

Staff will present 3rd quarter progress update of American Job Centers (CareerPoint Centers). Additionally, staff will update committee on any Corrective Actions taken by AJCC's to address areas of concern.

Requested Action: Accept reports of progress and provide staff with direction.

CareerPoint Center Progress reports show Adult, Dislocated Worker, and Youth programs progress at 75% of the year. Executive Director Wilson pointed out that youth programs in each region struggle. Lake Youth program had a late start, not on July 1, 2018, so the numbers are lower than at other counties. CP Marin struggle with DW program and that is why there is point III.H on the agenda. Mendocino is doing great on DW program, but they don't have enough Adults. Napa was put on a Corrective Action Plan, after second quarter they didn't have enough DW. They also are requesting to shift money from DW to Adult program. Executive Director Wilson suggested that Policy and Oversight Subcommittee take a deeper look at the stats and talk with providers to explain why they are where they are.

Motion made to receive CareerPoint Center Progress reports.

M/S: Amar Inalsingh/ Susan Byrne

Motion carried: 5-0

Yea: 5

Nay: 0

Abstentions: 0

Absent: Monica Rosenthal

D. Approve Sole Source Request to State of California for Prison 2 Employment and Regional Grant agreements (Action)

1. Napa County Probation Department
2. Marin County Probation Department

3. Mendocino County Sherriff
4. Lake County Probation
5. CareerTeam

Requested Action: Approve sole source requests to the State of California.

Executive Director Wilson explained that we requested almost \$800,000 from the State and the grant was approved for only \$350,000 for our all 4 counties. Wilson also explained that using Regional Grant agreement we want to create a customizable database for businesses to use.

Motion made to approve sole source requests to the State of California.

M/S: Mary Ann Mancuso / Amar Inalsingh

Motion carried: 5-0

Yea: 5

Nay: 0

Abstentions: 0

Absent: Monica Rosenthal

Wilson also explained that using Regional Grant agreement we want to create a customizable database for businesses to use.

Amended motion made to approve sole source requests to the State of California for both P2E and Regional Grant agreements.

M/S: Mary Ann Mancuso / Amar Inalsingh

Motion carried: 5-0

Yea: 5

Nay: 0

Abstentions: 0

Absent: Monica Rosenthal

- E. Approve the release of a Request for Proposal for Project Managers (**Action**)
Staff would like to have available a list of project managers, so when special grants or additional projects are identified we have the ability to enter into agreements timely.

Requested Action: Approve the release of a Request for Proposal.

Motion made to approve the release of a Request for Proposal.

M/S: Suzie Byrne / Mary Ann Mancuso

Motion carried: 5-0

Yea: 5

Nay: 0

Abstentions: 0

Absent: Monica Rosenthal

- F. Subsequent Designation and Local Board Recertification [Attachment III.F] (**Action**)
Every two years the Governor must certify one Local Board. In order to be recertified the board must meet WIOA membership requirements, met performance measures and sustain fiscal integrity. This certification will be effective July 1, 2019 through June 30, 2021

Requested Action: Authorize the Local WDB Chair and Local Chief Elected Official to sign our recertification application.

Motion made to authorize the Local WDB Chair and Local Chief Elected Official to sign our recertification application.

M/S: Mary Ann Mancuso / Suzie Byrne

Motion carried: 5-0

Yea: 5

Nay: 0

Abstentions: 0

Absent: Monica Rosenthal

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

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

- Susan Parker, Lake County Assistant Administrative Officer
- Geovanni Flores, Apprentice Coordinator, Laborers' Training & Retraining, Trust Fund for Northern California

Motion made to approve new Subcommittee Members

M/S: Amar Inalsingh / Suzie Byrne

Motion carried: 5-0

Yea: 5

Nay: 0

Abstentions: 0

Absent: Monica Rosenthal

H. DW to Adult Transfer Request (Action)

CareerPoint Marin and CareerPoint Napa have requested to transfer funds from Dislocated Worker to Adult to reflect actual progress of programs for the 2018-2019 program year.

Fiscal Officer Swain reported that at the state level Adult and Dislocated Worker is one funding. We are allowed to transfer the money from DW to Adult program. Marin filled out all necessary paperwork, Napa county mentioned this request in their Corrective Action plan.

Motion made to approve Marin request to transfer funds from Dislocated Worker to Adult

M/S: Amar Inalsingh / Mary Ann Mancuso

Motion carried: 5-0

Yea: 5

Nay: 0

Abstentions: 0

Absent: Monica Rosenthal

Conditional motion made to approve Napa request to transfer funds from Dislocated Worker to Adult based on completion of an application and approval from the Executive Director and Fiscal Officer.

M/S: Mary Ann Mancuso / Suzie Byrne

Motion carried: 5-0

Yea: 5

Nay: 0

Abstentions: 0

Absent: Monica Rosenthal

IV.		<p>A. Update on discussions with board members Executive Director will report out on 1x1 discussions with board members.</p> <p>Executive director Wilson reported on his one on one meetings with board members. He said these are good meetings. Board members requested coaching and more direct communication from Director.</p> <p>B. Fiscal Monitoring Update Fiscal Officer will update committee on upcoming fiscal and procurement monitoring from State of California and the sub recipient monitoring of CareerPoint centers.</p> <p>Fiscal Officer Swain explained that our contractor Doug Orlando joined Swain on his monitoring trips and they were in the process of writing reports.</p> <p>C. Allocations Update Fiscal Officer will brief committee on anticipated allocations for 2019-2020 Program Year.</p> <p>Fiscal Officer Swain reported that total allocations for the Workforce Alliance of the North Bay dropped by 8%. Per our Joint Powers Authority formation documents, the Alliance allocates funds to each county based on the formulas provided by the State of California. Napa County's allocations for Adult and Youth dropped by almost half, while Dislocated Worker only dropped by 4%. Our regional advisor stated that these are based on economic indicators and Napa's allocation was reduced due to their economy doing better in relation to other areas.</p>
MEMBER/DIRECTOR REPORTS		
V.		<p>A. Member B. Director</p> <p>Executive Director Wilson encouraged board members to visit CareerPoint centers to evaluate their level of service.</p>
ADJOURN		
VI.		Chair Hansen adjourned the meeting at 10:49 AM.