

ATTACHMENT II.A



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

**GOVERNING BOARD MEETING**  
**MINUTES**

**Friday, March 15, 2019**  
**9:00 AM**

**Lake:** Lake County Courthouse, Conference Room B, 255 N. Forbes Street, Lakeport, CA

**Marin:** 3501 Civic Center Drive, Suite 329 San Rafael CA 94903

**Mendocino:** Mendocino County Planning and Building Office, 120 West Fir Street, Fort Bragg, CA 95437

**Other:** Yosemite Valley Lodge, 9006 Yosemite Lodge Dr., Yosemite National Park, CA 95389

**Napa:** Workforce Alliance of the North Bay Office, 1546 First Street, Second Floor, Napa, CA 94559

**CALL TO ORDER**

I. Vice President Alfredo Pedroza called the meeting to order at 9:08 AM.

Members Present: Supervisors Alfredo Pedroza, Brad Wagenknecht, Moke Simon, Eddie Crandell, Dennis Rodoni. Supervisor Dan Gjerde joined at 9:09 AM

Members Excused: Supervisor Damon Connolly

Workforce Alliance Staff Present: Executive Director, Bruce Wilson; Fiscal Officer, Taylor Swain; Operations Officer, Laura Davis.

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. A. Approve Meeting Minutes, September 28, 2018 [Attachment II.A]  
B. Approve 2019 Governing Board Calendar [Attachment II.B]

Motion made to approve Consent Calendar. M/S: Supervisor Simon/ Supervisor Wagenknecht  
Motion carried: 6-0  
Yea: 6  
Nay: 0  
Abstentions: 0  
Absent: Damon Connolly and Dan Gjerde

**REGULAR CALENDAR**

III. A. Appoint new members to Regional Workforce Development Board [Board Letter III.A, Attachment III.A – Updated Roster]

Executive Director Wilson explained the need to expand the business seats on the Regional Board and appoint two required education seats. Wilson explained we received 3 applications for the 2 education seats. Wilson is recommending Christy Pedroncelli-Smith from the Mendocino Adult School and Annette Lee from the Community College in Lake County for the 2 seats. Both have been on the board for over a year and are very engaged. Mr. Damian is a future leader and new to the board and Wilson would like work with him from a development standpoint. Staff is recommending the board appoint all three business seat applications and Ms. Lee and Ms. Pedroncelli-Smith to the education seats.

Motion made to appoint the representatives from the staff recommendation. M/S: Supervisor Simon/Supervisor Crandell

Motion carried: 6-0

Yea: 6

Nay: 0

Abstentions: 0

Absent: Damon Connolly and Dan Gjerde

B. Approve P2E Regional Grant Application [Board Letter III.B]

Executive Director Wilson shared the State has release a grant opportunity to provide services to justice involved individuals. In partnership with Sonoma and Solano a proposal has been written which could award us with \$800,000. Wilson is asking the board to authorize the submission of the application and if awarded accept the funds.

Motion made to ratify the approval of the P2E application and authorize the chair to sign any necessary grant documents on behalf of these funds. M/S: Supervisor Crandell/Supervisor Wagenknecht

Motion carried: 6-0

Yea: 6

Nay: 0

Abstentions: 0

Absent: Damon Connolly and Dan Gjerde

Supervisor Gjerde joined the meeting.

C. Approve Regional and Local Workforce Development Plan Update [Board Letter III.C]

Executive Director Wilson explained every two years the State is required to update their Workforce Development Plan and we in turn update our Regional and Local plans to remain current. Both plans have been open for the 30-day public comment period, we did not receive any comments to either plan.

Motion made to approve Regional and local Workforce development plan modifications and empower the chair to sign any appropriate documents. M/S: Supervisor Simon/Supervisor Crandell

Motion carried: 7-0

Yea: 7

Nay: 0

Abstentions: 0

Absent: Damon Connolly

D. Ratify Approval of Agreements [Board Letter III.D]

Executive Director Wilson introduced the list of agreements.

**Cassio and Associates** – he is assisting us with our Employer Advancement and Retention Network. It is a rapid response stagey, we have received money from the State to become more effective with our business community.

**Business U** – Is providing training to CareerPoint staff to promote changing the culture in our one stops to be more effective in communicating and understanding the business communities needs.

MPIC, Inc – this amendment provides funds to assist the NorTEC staff their Butte fire assistance programs. These funds are from our 25% additional assistance fire grant.

**CliftonLarsonAllen LLP** - to conduct our required single audit.

Supervisor Pedroza commented anything we can do to make are one stops/career centers more effective is a great thing and expressed this appreciation to Executive Director Wilson.

Motion made to Ratify all Agreements and authorize the board chair and/or executive director to sign the agreements. M/S: Supervisor Simon/Supervisor Crandell

Motion carried: 7-0

Yea: 7

Nay: 0

Abstentions: 0

Absent: Damon Connolly

- E. Accept 2<sup>nd</sup> Quarter Dashboard Reports – Mendocino Highlight [Board Letter III.E, Attachment III.E1– Dashboard Reports, Attachment III.E2 – WANB Providers of Service Report]

Executive Director Wilson explained these reports reflect 6 months of data. He asked each member to review their county’s respective reports especially looking at the expenditures and training requirement sections. Staff are concerned with the amount of money spent at this point in the year but are working with the providers. Wilson explained if training funds spent are low this is a major concern for the State and us. There are a couple of counties behind on spending their training funds.

Motion made to accept the quarterly reports. M/S: Supervisor Simon/Supervisor Crandell

Motion carried: 7-0

Yea: 7

Nay: 0

Abstentions: 0

Absent: Damon Connolly

- F. Approve Memorandum of Understanding (MOU) with Napa County Board of Supervisors and Regional Workforce Board outlining staffing structure and responsibilities [Board Letter III.F, Attachment III.F]

This item was pulled and tabled to the next meeting.

## INFORMATION / DISCUSSION ITEMS

- IV. A. Reserves Discussion  
Executive Director Wilson explained while we currently have a healthy budget we do not have any reserves. Supervisor Gjerde requested the board start to have discussions on how we might create a reserves line item in our budget as a best practice. Supervisor Gjerde went on to explain how the lack of reserves during a recession can really affect the ability to provide services. He feels it is incredibly important to have reserves and would like staff to identify some opportunities to create reserves so if we do have a cut in funding, we won’t have to eliminate programs. Supervisor Pedroza ask staff to check to see what other areas do around the state of California. Wilson stated he will bring back ideas to the next meeting for consideration. Supervisor Simon also commented his approval.

## MEMBER / DIRECTOR REPORTS

- V. A. Members – Supervisor Simon thanked Executive director Wilson for giving a presentation on workforce development to the Lake County Board of Supervisors meeting.
- B. Director

1. **BusinessU Training for CareerPoint NorthBay franchise**  
Training conducted on Wednesday, March 13<sup>th</sup> for Lake and Mendocino and today for Marin and Napa Staff.
2. **BrightFutures Launch Update**  
We had our first launch in Napa on February it was very successful. We are putting a launch date for Marin County and we are working with Mendocino and Lake counties to get set up. Everything is going well with the mobile center. We just got a request for the mobile center to attend an event in Marin at the end of this month.
3. **Form 700 Conflict of Interest Requirements**  
Just a reminder Form 700 is due by April 1, 2019, if you haven't completed it yet please do. You will be getting email reminders from the "BoardAdmin" email address.

**A D J O U R N**

VI. Supervisor Pedroza adjourned the meeting at 9:29 AM