



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

**REGIONAL WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE MEETING  
AGENDA**

**Wednesday, July 14, 2021  
9:00 AM**

**1546 First Street, Napa CA 94559**

**Call-in number: +16699009128, Meeting ID: 927 2180 1045, Passcode: 782600**  
<https://zoom.us/j/92721801045?pwd=dy9IMjBkTThvOVJEcmRZRDI1UzV3dz09>

**CALL TO ORDER**

I.	9:00	A. Introductions B. Public Comment C. Chair update D. Member update E. Director update
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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.		A. Approve February 10, 2021 Meeting Minutes [Attachment II.A] B. Approve April 14, 2021 Meeting Minutes [Attachment II.B]
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**REGULAR CALENDAR**

III.		A. Approval of Subcommittee Member Application Renewal [Attachment III.A] <b>(Action)</b> The committee will review and approve application for membership renewal to one of Advisory Subcommittees: <ul style="list-style-type: none"><li>Pamela Jensen, Executive Director of Ukiah Valley Association for Habilitation – Mendocino Advisory Subcommittee</li></ul> B. Organize the structure of the Board - The committee will continue the discussion started at the Regional Board meeting and organize the work and structure of the board for PY 2021-22 <b>(Action)</b>
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**INFORMATION / DISCUSSION ITEMS**

IV.		A. CareerPoint North Bay Transition Update - Committee will hear from WIOA service provider Equus regarding hiring and services across the region.  B. One-Stop Operator Update – Committee will hear from One Stop Operator (California Human Development) regarding One Stop vision.
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**ADJOURN**

V.		A. Adjourn
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## REGIONAL WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, February 10, 2021

9:00 AM

2550 N. State Street, Ste.3

Ukiah, CA 95482

Call-in number: +16699009128, Meeting ID: 954 9223 3683, Passcode: 968713

### CALL TO ORDER

I.	9:00	<p>A. Introductions</p> <p>Executive Committee Chair Jeri Hansen called the meeting to order at 9:02 AM.</p> <p>Members Present: Executive Committee Chair Jeri Hansen; Policy &amp; Oversight Subcommittee Chair David Tam; Mendocino Advisory Subcommittee Chair Lene Vinding (joined during item III.B); Napa Advisory Subcommittee Chair Amar Inalsingh.</p> <p>Workforce Alliance Staff Present: Executive Director, Bruce Wilson; Workforce Development Specialist, Sylwia Palczewska; Workforce Development Analyst, Sita Williams; Business Services Representative, Stacey Caico; Fiscal &amp; HR Officer Taylor Swain; Workforce Development Specialist, Doug Orlando; Operations Officer, Laura Davis.</p> <p>B. Public Comment</p> <p>None.</p>
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### CONSENT CALENDAR

<p>These matters typically include routine financial or administrative <b>action items</b> requiring a vote. Any item will be discussed separately at the request of any person. Items are approved with one single motion</p>		
II.		<p>A. Approve November 4, 2020 Meeting Minutes [Attachment II.A]</p> <p>Motion made to approve Consent Calendar</p> <p>M/S Lene Vinding / Amar Inalsingh</p> <p>Motion carried: 4-0</p> <p>Yea: 4</p> <p>Nay: 0</p> <p>Abstentions: 0</p> <p>Absent: Annette Lee, Suzie Byrne</p>

### REGULAR CALENDAR

III.		<p>A. Approval of Subcommittee Member Application [Attachment III.A] <b>(Action)</b>  The committee will review and approve application for membership to one of Advisory Subcommittees:</p> <ul style="list-style-type: none"> <li>• Cynthia Kasten – Napa Advisory Subcommittee</li> </ul> <p>Motion made as requested  M/S Amar Inalsingh / Lene Vinding  Motion carried: 4-0  Yea: 4  Nay: 0  Abstentions: 0  Absent: Annette Lee, Suzie Byrne</p> <p>B. One-Stop and Career Services Request for Proposal Update <b>(Discussion)</b>  C. Joint Strategic Planning Retreat with Governing Board and Executive Committee <b>(Discussion)</b>  D. Regional and Local Planning Process Update <b>(Discussion)</b></p>
<b>INFORMATION / DISCUSSION ITEMS</b>		
IV.		A. Form 700 deadline April 1 <sup>st</sup> , 2021
<b>MEMBER / DIRECTOR REPORTS</b>		
V.		<p>A. Member  B. Director</p> <ul style="list-style-type: none"> <li>a. Legislative Updates</li> <li>b. Speaker Engagements</li> </ul>
<b>ADJOURN</b>		
VI.		<p>A. Adjourn  The meeting was adjourned at 10:00 AM</p>

## ATTACHMENT II.B

**REGIONAL WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE MEETING  
MINUTES**



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

**Wednesday, April 14, 2021  
9:00 AM**

**2550 N. State Street, Ste.3  
Ukiah, CA 95482**

**Call-in number: +16699009128, Meeting ID: 997 8666 8764, Passcode: 725017**  
<https://zoom.us/j/99786668764?pwd=TGdGWVBVcDdEV0tUL205Rk83b0pJQT09>

**CALL TO ORDER**

I.	9:00	<p><b>A. Introductions</b></p> <p>Marin Advisory Subcommittee Chair Suzie Byrne called the meeting to order at 9:04 AM.</p> <p>Members Present: Marin Advisory Subcommittee Chair Suzie Byrne; Policy &amp; Oversight Subcommittee Chair Emilia Bartolomeu; Lake Advisory Subcommittee Chair Rebecca Southwick; Mendocino Advisory Subcommittee Chair Lene Vinding (joined during item III.B.c).</p> <p>Workforce Alliance Staff Present: Executive Director, Bruce Wilson; Workforce Development Analyst, Sita Williams; Business Services Representative, Stacey Caico; Fiscal &amp; HR Officer Taylor Swain; Workforce Development Specialist, Doug Orlando; Operations Officer, Laura Davis.</p> <p><b>B. Public Comment</b> 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><b>A. Approve February 10, 2021 Meeting Minutes [Attachment II.A]</b> This item was moved to the next Committee meeting.</p>
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**REGULAR CALENDAR**

III.		<p><b>A. Subsequent Designation and Local Board Recertification [Attachment III.A] (Action)</b> Every two years the Governor must certify our 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, 2021 through June 30, 2023. Requested Action: Authorize the Local WDB Chair and Local Chief Elected Official to sign our recertification application.</p> <p>Motion made as requested. M/S Rebecca Southwick / Emilia Bartolomeu Motion carried: 3-0 Yea: 3 Nay: 0 Abstentions: 0 Absent: Jeri Hansen, Lene Vinding.</p>
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B. Contract – Ratification and approval for the following contracts: (Action)

a. Conservation Corps North Bay for a youth ecological restoration program

Motion made as requested.

M/S Emilia Bartolomeu / Rebecca Southwick

Motion carried: 3-0

Yea: 3

Nay: 0

Abstentions: 0

Absent: Jeri Hansen, Lene Vinding.

b. Mendocino Private Industry Council Amendment second allocation of 2019 Severe Storm funds

Motion made as requested.

M/S Rebecca Southwick / Emilia Bartolomeu

Motion carried: 3-0

Yea: 3

Nay: 0

Abstentions: 0

Absent: Jeri Hansen, Lene Vinding.

c. Marin County Fire Department to develop a plan to widen and diversify the pipeline of workers into the fire service, resulting in a replicable cohort training module.

Motion made as requested.

M/S Emilia Bartolomeu / Rebecca Southwick

Motion carried: 3-0

Yea: 3

Nay: 0

Abstentions: Lene Vinding

Absent: Jeri Hansen.

C. Funding Transfer Request – CareerPoint Marin has requested to transfer funding between Adult and Dislocated Worker Programs. Staff will review the request with the Committee who will in turn consider approval (Action)

Motion made to approve the funding transfer of \$75,000 from Adult to Dislocated Worker for CareerPoint Marin.

M/S Rebecca Southwick / Lene Vinding

Motion carried: 4-0

Yea: 4

Nay: 0

Abstentions: 0

Absent: Jeri Hansen.

INFORMATION / DISCUSSION ITEMS		
IV.		<p>A. WIOA Career Service Provider and One Stop Operator transition update - Staff reviewed transition actions associated with the change in Career Service Providers.</p> <p>B. Stakeholder input session for Local Plan – Staff solicited input from members and public.</p>
MEMBER / DIRECTOR REPORTS		
V.		<p>A. Member</p> <p>B. Director</p> <p style="padding-left: 40px;">a. Legislative update</p> <p style="padding-left: 40px;">b. Governing Board and Executive Committee Retreat May 12, 9:00am – 1:00pm</p>
ADJOURN		
VI.		<p>A. Adjourn</p> <p>The meeting was adjourned at 10:13 AM.</p>



# WORKFORCE ALLIANCE OF THE NORTH BAY

DRIVING WORKFORCE TALENT

## Application for Regional and/or Local Advisory Subcommittee Membership

In accordance with the Workforce Innovation and Opportunity Act of 2014 (WIOA), the Workforce Alliance of the North Bay (WANB) Governing Board has established a Regional Workforce Development Board (WDB) for Napa, Marin, Lake and Mendocino counties which sets policy for and provides oversight of workforce development programs in the four counties. Workforce Development Board members are appointed by the Governing Board to represent specified sectors of the community as listed in Section IV below. The county advisory subcommittees were created to make recommendations to the full WDB that specifically pertain to their respective county's employers and their workforce. There is a sub committee for each of the WANB counties.

Individuals interested in serving on the WDB or workforce committee must complete and submit this application for appointment. This application and the related Nomination Form(s), if any, may be subject to public disclosure.

**Please check the appropriate box:**

- ☐ Regional Workforce Development Board (WDB) Membership
- ☒ Advisory Subcommittee for Mendocino county Membership
- ☒ Renew Membership (if your information hasn't changed please fill out only Section I. and sign the form)
- ☐ Update Information

### Section I. Personal Information

First Name: Pamela

Last Name: Jensen

M.I.: J

### Section II. County / Location

Provide the county in which your residence, business or organization is located:

### Section III. Occupational Information

Industry Sector:

Occupation / Title:

Employer:

**Please be advised that members of the Workforce Development Board:**

- **May be required to take an Oath of Office.**
- **Must comply with the County's Ethics Ordinance.**
- **Must participate in State-mandated ethics training.**
- **Must disclose financial interests as required by the County Code (Form 700).**
- **Must report any conflicts of interest as required by the County Code.**

I hereby certify that all statements in this Application are true and complete to the best of my knowledge and execute this Application under penalty of perjury. I further certify that if I am appointed, I will serve fairly, impartially, and to the best of my ability.

  
Signature

5/28/21  
Date

Send completed applications to:

Workforce Alliance of the North Bay  
P.O. BOX 247  
Napa, CA 94559

or email to:  
[boardadmin@workforcealliancencorthbay.org](mailto:boardadmin@workforcealliancencorthbay.org)