

REGIONAL WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE AMENDED MEETING AGENDA

**Wednesday, February 9, 2022
9:00 AM**



Primary Location: 1546 First Street, Napa, CA 94559
Secondary Locations: 3618 Ruston Lane, Napa, CA 94558
401 Bicentennial Way, Santa Rosa, 95403
5 North 2nd Street, Harrington, Washington

Call-in number: +1 253 215 8782 **Meeting ID:** 834 9195 1841 **Passcode:** 379213
<https://us06web.zoom.us/j/83491951841?pwd=eXZlTmNvY1FCMTVhaHRZS2tiSjhYUT09>

CALL TO ORDER

- | | | |
|----|--|---|
| I. | | A. Introductions
B. Public Comment
C. Chair update
D. Member update
E. Director update |
|----|--|---|

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 January 12, 2022 Meeting Minutes [Attachment II.A] |
|-----|--|--|

REGULAR CALENDAR

- | | | |
|------|--|--|
| III. | | A. Approval of Regional Workforce Development Board and Advisory Subcommittee Member Applications [Attachment III.A] (Action)
The committee will review and approve applications for board membership: <ul style="list-style-type: none"> a. Regional Workforce Development Board: Jason Henderson & Bryan Avila b. Marin Advisory Subcommittee: Bill Mueller
B. Contracts – Ratification and approval for following contracts (Action) <ul style="list-style-type: none"> a. Conservation Corps North Bay for a youth ecological program for \$61,016 (new 8-week work experience cohort) b. Arbor E&T, LLC dba Equus Workforce Solutions Amendment#1 for a new max \$4,192,579 (Carry in from the previous year)
C. WANB Membership Discussion – Staff will lead a discussion on the status of WANB membership.
D. America's Job Center of California (AJCC) Update – Staff will update Executive Committee on follow-up discussions regarding Marin and Napa County one-stops.
E. WIOA Career Services Update – Executive Committee will hear update about WIOA Career Services from Equus. |
|------|--|--|

ADJOURN

- | | | |
|-----|--|-------------------|
| IV. | | A. Adjourn |
|-----|--|-------------------|

REGIONAL WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE MEETING MINUTES

**Wednesday, January 12, 2021
9:00 AM**



Primary Location: 1546 First Street, Napa, CA 94559

Other Locations:

1201 Vine Street, Suite 103 in Healdsburg, CA 95448

4 Forrester Lane, Yountville, CA 94599

855 Bordeaux Way, Ste 170, Napa, CA 94558

3618 Ruston Lane, Napa 94558

401 Bicentennial Way, Santa Rosa, CA 95403

Call-in number: +1 253 215 8782, Meeting ID: 827 0243 3143 Passcode: 373808

<https://us06web.zoom.us/j/82702433143?pwd=VTVacmRXZFNRMGZKRTU4VjJDV3RlZz09>

CALL TO ORDER

I.	<p>A. Introductions</p> <p>Executive Committee Chair Jeri Hansen called the meeting to order at 9:05 AM.</p> <p>Members Present: Executive Committee Chair, Jeri Hansen; Lake Advisory Subcommittee Chair, Rebecca Southwick; Marin Advisory Subcommittee Chair, Suzie Byrne; Napa Advisory Subcommittee Chair, Paul Hicks *Mark Bontrager attended as a member of the public.</p> <p>Workforce Alliance Staff Present: Executive Director, Bruce Wilson; Assistant Director, Laura Davis; HR Officer, Taylor Swain; Workforce Development Specialist, Doug Orlando; Workforce Development Analyst, Sita Williams; CareerPoint One-Stop Manager, Brian Hooker; CareerPoint Project Director, Christy Gard.</p> <p>Absent: Emilia Bartolomeu</p> <p>B. Public Comment</p> <p>None.</p> <p>C. Chair update</p> <p>D. Member update</p> <p>E. Director update</p> <p>Gov. Newsom just released the budget. We are looking into workforce funding.</p>
----	--

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

ATTACHMENT II.A

II.		<p>A. Approve August 11, 2021 Meeting Minutes [Attachment II.A] Motion made to approve August Meeting Minutes M/S: Paul Hicks/Rebecca Southwick Motion carried: 3:0 Yea: 3 Nay: 0 Abstentions: Paul Hicks Absent: Emilia Bartolomeu</p> <p>B. Master Meeting Calendar [Attachment II.B] Motion made to approve Master Board Meeting Calendar M/S: Paul Hicks/Rebecca Southwick Motion carried: 4:0 Yea: 4 Nay: 0 Abstentions: 0 Absent: Emilia Bartolomeu</p>
REGULAR CALENDAR		
III.		<p>A. Approval of Subcommittee Member Application – The committee will review and approve application for membership to one of the Advisory Subcommittees: Dorianne Tanaka – Mendocino Advisory Subcommittee [Attachment III.A] (Action)</p> <p>Motion made to approve M/S Rebecca Southwick/Paul Hicks Motion carried: 4:0 Yea: 4 Nay: 0 Abstentions: 0 Absent: Emilia Bartolomeu</p> <p>B. America’s Job Center of California (AJCC) Background and Comprehensive Certification Process – Staff will provide background information on the role and function of the AJCC One-Stop Career Centers, including the certification process. [Attachment III.B] (Presentation)</p> <p>Bruce Wilson, Executive Director at WANB and Doug Orlando Workforce Development Specialist at WANB provided information on the role and function of the AJCC One-Stop Career Centers.</p> <p>C. WIOA Career Services Implementation Update – As a part of its responsibility to design, implement and oversee the One Stop Delivery System, the Executive Committee will hear a WIOA Career Services update from the Equus. (Presentation)</p> <p>CareerPoint North Bay Program Director, Christy Gard, updated the committee on successes and challenges in implementing CareerPoint services.</p> <p>D. Grant Writing Update and Approval – Staff will provide an update on grant writing activities and seek approval in concept to continue at Executive Director’s discretion. (Action)</p> <ol style="list-style-type: none"> i. Accelerator 10.0 Partnership with Solano County ii. Good Jobs Challenge Partnership with Community College Foundation of California

ATTACHMENT II.A

		Motion made to approve in concept M/S: Suzie Byrne /Rebecca Southwick Motion carried: 4:0 Yea: 4-0 Nay: 0 Abstentions: 0 Absent: Emilia Bartolomeu
ADJOURN		
IV.		A. Adjourn The meeting was adjourned at 10:19 AM



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 Marin county Membership *Renewal

☒ 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: Jason

Last Name: Henderson

M.I.: B

Home Address: [REDACTED]

City: [REDACTED]

Zip: [REDACTED]

Mailing Address: Same

City: Same

Zip: Same

Cell Phone [REDACTED]

Alternate Phone: [REDACTED]

Email Address:

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:

ATTACHMENT III.A

Employer Address:		
City:	State:	Zip:
Employer Phone:		
Section IV. Eligibility Certification <i>Indicate below each membership category for which you are applying. You may mark more than one category but must certify your qualifications for each category for which you are applying. A completed Nomination Form must accompany applications for Business Member, Labor Organization, Adult Education and Literacy and/or Higher Education from an appropriate nominating organization.</i>		
<input type="checkbox"/> Business Member (Do you represent a "small business" as defined by the U.S. Small Business Administration? <input type="checkbox"/> Y <input type="checkbox"/> N) <i>Name of Business:</i>		
<input type="checkbox"/> Labor Organization <i>Name of Organization:</i>		
<input type="checkbox"/> Joint Labor-Management Apprenticeship Program <i>Name of Organization:</i>		
<input type="checkbox"/> Community-based Organization <i>Name of Organization:</i>		
<input type="checkbox"/> Adult Education and Literacy <i>Name of Provider:</i>		
<input type="checkbox"/> Higher Education <i>Name of Institution:</i>		
<input type="checkbox"/> Economic and Community Development <i>Name of Entity:</i>		
<input type="checkbox"/> State Employment Office		
<input type="checkbox"/> Vocational Rehab <i>Name of Program:</i>		
Section V.		
Describe how your participation on the WDB would advance Workforce Development programs.		

ATTACHMENT III.A

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.

Jason B. Henderson (electronic Signature)

January 24, 2021

Signature

Date

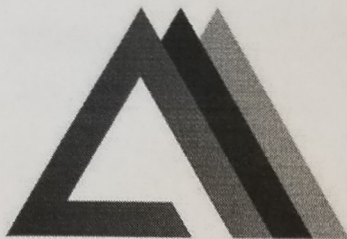
Send completed applications to:

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

or email to:

boardadmin@workforcealliancenorthbay.org

Attachment III.A



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 _____ 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: Bryan Last Name: Avila M.I.: P
 Home Address: 2070 Wagner Street City: Napa Zip: 94558
 Mailing Address: Same as Home Address City: Zip:
 Cell Phone: 707-225-2685 Alternate Phone:
 Email Address: bryan@avila.wine

Section II. County / Location

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

Section III. Occupational Information

Industry Sector: wine
 Occupation / Title: Managing Director/Founder
 Employer: Vintners Institute

Attachment III.A

Employer Address: 2970 Laurel Street

City: Napa

State: Ca

Zip: 94558

Employer Phone:

Section IV. Eligibility Certification

Indicate below each membership category for which you are applying. You may mark more than one category but must certify your qualifications for each category for which you are applying. A completed Nomination Form must accompany applications for Business Member, Labor Organization, Adult Education and Literacy and/or Higher Education from an appropriate nominating organization.

☒ Business Member (Do you represent a "small business" as defined by the U.S. Small Business Administration? ☐ Y ☐ N)

Name of Business: Vintners Institute

☐ Labor Organization

*Name of
Organization:*

☐ Joint Labor-Management Apprentice Program

*Name of
Organization:*

☐ Community-based Organization

*Name of
Organization:*

☐ Adult Education and Literacy

Name of Provider:

☐ Higher Education

Name of Institution:

☐ Economic and Community Development

Name of Entity:

☐ State Employment Office

☐ Vocational Rehab

Name of Program:

Section V.

Describe how your participation on the WDB would advance Workforce Development programs.

The vintners Institute serves growers and vintners located in the United States in three major areas, workforce training of entry-level vineyard and winery workers, oversight of an apprenticeship program and coordination of technical applied research.

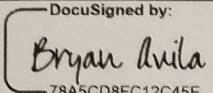
This organization teaches best practices, develops talent and works to advance the industry through facilitation of research that helps the wine industry navigate current industry opportunities and challenges.

Attachment III.A

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.

DocuSigned by:  78A5CD8FC12C45E...	7 FEB 2022
Signature	Date

Send completed applications to:

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

or email to:
boardadmin@workforcealliancenorthbay.org

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 Marin county Membership

☐ Renew Membership (if your information hasn't changed please fill out only Section I. and sign the form)

☐ Update Information

First Name: Bill	Last Name: Mueller	M.I.:
Home Address: [REDACTED]	City: [REDACTED]	Zip: [REDACTED]
Mailing Address: [REDACTED]	City: [REDACTED]	Zip: [REDACTED]
Cell Phone: [REDACTED]	Alternate Phone:	
Email Address: [REDACTED]		

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

Industry Sector:	Life Sciences - Biotech & Pharmaceutical Manufacturing Control System Engineering
Occupation / Title:	President
Employer:	Lucid Automation and Security

ATTACHMENT III.A

Employer Address: 20 Galli Drive STE D		
City: Novato	State: CA	Zip: 94949
Employer Phone: 707-564-3840		
Section IV. Eligibility Certification		
<p><i>Indicate below each membership category for which you are applying. You may mark more than one category but must certify your qualifications for each category for which you are applying. A completed Nomination Form must accompany applications for Business Member, Labor Organization, Adult Education and Literacy and/or Higher Education from an appropriate nominating organization.</i></p>		
<input checked="" type="checkbox"/> Business Member (Do you represent a "small business" as defined by the U.S. Small Business Administration? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N) <i>Name of Business:</i>		
<input type="checkbox"/> Labor Organization <i>Name of Organization:</i>		
<input type="checkbox"/> Joint Labor-Management Apprenticeship Program <i>Name of Organization:</i>		
<input type="checkbox"/> Community-based Organization <i>Name of Organization:</i>		
<input type="checkbox"/> Adult Education and Literacy <i>Name of Provider:</i>		
<input type="checkbox"/> Higher Education <i>Name of Institution:</i>		
<input type="checkbox"/> Economic and Community Development <i>Name of Entity:</i>		
<input type="checkbox"/> State Employment Office		
<input type="checkbox"/> Vocational Rehab <i>Name of Program:</i>		
Section V.		
Describe how your participation on the WDB would advance Workforce Development programs.		
<p>With 20 years of experience in the SF Bay Area Biotech and Pharmaceutical manufacturing industry as an engineering consultant for large Life Science companies, I bring a unique combination of knowledge, connections, and perspective to the workforce preparatory needs of this sector.</p> <p>As a small business owner, I've curated relationships with several educational groups such as the Marin County Educational District, UC Davis, UC Berkley, and Biotech Partners to provide internships for both High School and College students. The internship training program we have developed prepares the students for several possible positions such as engineering, process development, IT, project management, sales, and administrative with large local companies I have worked with: BioMarin, Genentech, AstraZeneca, Bayer, and other Life Science manufacturers.</p> <p>I would welcome an opportunity to broaden the impact of my personal passion to help the next generation of engineers into this field.</p>		

ATTACHMENT III.A

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.



03FEB2022

Signature

Date

Send completed applications to:

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

or email to:
boardadmin@workforcealliancenorthbay.org