



REGIONAL WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE MEETING AGENDA

**Wednesday, April 13, 2022
9:00 AM**

Primary Location: 1546 First Street, Napa, CA 94559
Other Location: 3618 Ruston Lane, Napa, CA

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

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| I. | | 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

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| II. | | A. Approve February 9, 2022 Meeting Minutes [Attachment II.A] |
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REGULAR CALENDAR

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| III. | | <p>A. Approval of Advisory Subcommittee Members Applications [Attachment III.A] (Action)
 The Executive Committee will review and approve applications for advisory subcommittee membership:</p> <ul style="list-style-type: none"> a. Lake Advisory Subcommittee: Theresa Showen, Laura Sammel & Kevin Reynolds <p>B. Funding Transfer Request (Action)</p> <ul style="list-style-type: none"> a. CareerPoint Lake has requested to transfer \$52,232 from the dislocated worker formula funding to the adult program formula funding due to an increased number of adults coming in for services. b. CareerPoint Mendocino has requested to transfer \$76,534 the dislocated worker formula funding to the adult program formula funding due to an increased number of adults coming in for services. <p>C. Contracts – Ratification and approval for the following contracts: (Action)</p> <ul style="list-style-type: none"> a. Arbor E&T, LLC dba Equus Workforce Solutions New Agreement for One Stop Operator services \$10,000 through June 30th, 2022 and \$40,000 for PY 22-23. b. Marin County Fire Department, Amendment #1 for \$18,000 for a new max of \$63,000 for the creation of the Fire Foundry replication manual. c. CliftonLarsonAllen LLP, Amendment #2 for annual single audit services: \$16,080 for PY 19-20 and \$17,672 for PY 20-21. |
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ADJOURN

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| IV. | | A. Adjourn |
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REGIONAL WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE MEETING MINUTES

**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.	<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; Lake Advisory Subcommittee Chair, Rebecca Johnson (formerly Southwick); Marin Advisory Subcommittee Chair, Suzie Byrne; Napa Advisory Subcommittee Chair, Paul Hicks, Mendocino Advisory Representative, Frank Cuneo.</p> <p>Workforce Alliance/CareerPoint Staff Present: Executive Director, Bruce Wilson; Assistant Director, Laura Davis; HR Officer, Taylor Swain; WANB Project Manager, Jim Cassio; Workforce Development Analyst, Sita Williams; CareerPoint One-Stop Manager, Brian Hooker; CareerPoint Project Director, Christy Gard.</p> <p>Absent: N/A</p> <p>B. Public Comment</p> <p>None</p> <p>C. Chair update</p> <p>None</p> <p>D. Member update</p> <p>Frank Cuneo gave an update on the North Bay TIP Program.</p> <p>E. Director update</p> <p>Executive Director, Bruce Wilson, gave an update on the Good Jobs Grant inquiry, a presentation at CWA youth conference, and an opportunity with Partnership Health Plan.</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. Approve January 12, 2022 Meeting Minutes [Attachment II.A]</p> <p>Motion made to approve January 12, 2021 Meeting Minutes:</p> <p>M/S: Suzie Byrne/Paul Hicks</p> <p>Motion carried: 4-0</p> <p>Yea: 4</p> <p>Nay: 0</p> <p>Abstentions: 1 (Frank Cuneo)</p> <p>Absent: 0</p>
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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:

- a. Regional Workforce Development Board: Jason Henderson & Bryan Avila
- b. Marin Advisory Subcommittee: Bill Mueller

Motion made to approve Jason Henderson and Bryan Avila for the WANB Regional Workforce Development Board:

M/S: Suzie Byrne/Rebecca Johnson

Motion carried: 5-0

Yea: 5

Nay: 0

Abstentions: 0

Absent: 0

Motion made to approve Bill Mueller for the WANB Marin Advisory Subcommittee:

M/S: Suzie Byrne/Rebecca Johnson

Motion carried: 5-0

Yea: 5

Nay: 0

Abstentions: 0

Absent: 0

B. Contracts – Ratification and approval for following contracts (Action)

- 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)

Motion made to approve Conservation Corps youth ecological program:

M/S: Frank Cuneo/Paul Hicks

Motion carried: 5-0

Yea: 5

Nay: 0

Abstentions: 0

Absent: 0

Motion made to approve Arbor E&T, LLC dba Equus Workforce Solutions Amendment #1:

M/S: Suzie Byrne/Rebecca Johnson

Motion carried: 5-0

Yea: 5

Nay: 0

Abstentions: 0

Absent: 0

C. WANB Membership Discussion

Staff discussed the status of WANB membership and recruitment.

ATTACHMENT II.A

		<p>D. America's Job Center of California (AJCC) Update</p> <p>Staff updated the Executive Committee on progress of the Marin and Napa County one-stop career centers.</p> <p>E. WIOA Career Services Update</p> <p>Christy Gard, CareerPoint North Bay Project Director, updated the WANB Executive Committee on WIOA Career Services.</p>
ADJOURN		
IV.		A. Meeting adjourned at 10:17 a.m.



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 LAKE 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: Theresa Last Name: Showen M.I.: B
 Home Address: 5315 Spruce Ave. City: Clearlake Zip: 95422
 Mailing Address: same City: Zip:
 Cell Phone: 707 533-1761 Alternate Phone: 707 995-3749 work
 Email Address: theresa.showen@lakecountyca.gov

Section II. County / Location

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

Section III. Occupational Information

Industry Sector: Government, Social Services, Employment Division
 Occupation / Title: Program Manager
 Employer: County of Lake

ATTACHMENT III.A

Employer Address: 255 North Forbes Street		
City: Lakeport	State: CA	Zip: 95453
Employer Phone: 707 263-2213		
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 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 Apprentice 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 checked="" type="checkbox"/> Economic and Community Development <i>Name of Entity:</i> Lake County Department of Social Services		
<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>Lake County Social Services, Employment Services division serves Lake County CalWORKs clients through Welfare-to-Work programs and is a mandated WIOA partner agency. Our primary focus is assisting clients to become work ready so they can gain employment that will support their families so they can become stable and self-sufficient.</p>		

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.

Theresa Showen

2/24/22

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



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☒ Advisory Subcommittee for LAKE 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: Laura Last Name: McAndrews-Sumner M.I.:
 Home Address: 4413 Hickory Ave City: Lakeport Zip: 95453
 Mailing Address: same City: Zip:
 Cell Phone: 707.280.8429 Alternate Phone: 707.263.5092
 Email Address: ceo@lakecochamber.com

Section II. County / Location

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

Section III. Occupational Information

Industry Sector:
 Occupation / Title: CEO
 Employer: LAKE COUNTY CHAMBER OF COMMERCE

Employer Address: 875 LAKEPORT BLVD.		
City: LAKEPORT	State: CA	Zip: 95453
Employer Phone: 707.263.5092		
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 type="checkbox"/> Y <input checked="" type="checkbox"/> N) Name of Business: LAKE COUNTY CHAMBER OF COMMERCE (LCCC)		
<input type="checkbox"/> Labor Organization Name of Organization:		
<input type="checkbox"/> Joint Labor-Management Apprenticeship Program Name of Organization:		
<input type="checkbox"/> Community-based Organization Name of Organization:		
<input type="checkbox"/> Adult Education and Literacy Name of Provider:		
<input type="checkbox"/> Higher Education Name of Institution:		
<input type="checkbox"/> Economic and Community Development Name of Entity:		
<input type="checkbox"/> State Employment Office		
<input type="checkbox"/> Vocational Rehab Name of Program:		
Section V.		
Describe how your participation on the WDB would advance Workforce Development programs.		
<p>The mission of the Lake County Chamber of Commerce is to enhance the economic vitality and prosperity of our communities. One of the best ways to fulfill that mission is to focus on people – our workforce. My current position as one of the voices of the Lake County business community, as well as my background as a human resource professional, would allow me to enhance the WDB's workforce development programs.</p>		

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- **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

02/15/2022

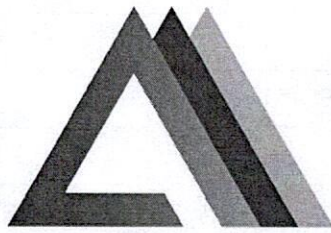
Date

Send completed applications to:

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or email to:

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☐ Update Information

Section I. Personal Information

First Name: Kevin	Last Name: Reynolds	M.I.:
Home Address: 4940 Steelhead Dr	City: Kelseyville	Zip: 95451
Mailing Address:	City:	Zip:
Cell Phone: 707-293-7825	Alternate Phone:	
Email Address:	KREYNOLDS@REYNOLDSSYSTEMS.COM	

Section II. County / Location

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

Section III. Occupational Information

Industry Sector: Aerospace
Occupation / Title: Director Of Operations
Employer: Reynolds Systems, Inc.



Employer Address: PO BOX 1229		
City: Middletown	State: CA	Zip: 95461
Employer Phone: 707-928-5244		
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<input type="checkbox"/> Higher Education <i>Name of Institution:</i>		
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<input type="checkbox"/> State Employment Office <i>Name of Program:</i>		
Section V.		
Describe how your participation on the WDB would advance Workforce Development programs.		
<p>Over the last six years, I have been the Director of Operations/Owner for an aerospace company located in Lake County. The company has many different fields including engineering, finance, quality and manufacturing.</p> <p>I have experienced the challenges of running a growing company in a County that lacks the workforce required for our industry. We have created intern and scholarships programs with local high schools to encourage students into becoming STEM majors. The goal is to keep local talent by offering them jobs once they have graduated. We have also been building relationships with Sacramento State, UC Davis and Sonoma State to offer internships and careers to students from outside Lake County.</p> <p>I look forward to the opportunity to continue contributing to Lake County and helping build a more educated workforce for all business in the area.</p>		

ATTACHMENT III.A

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Signature	Date

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