

REGIONAL WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE MEETING MINUTES



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

Wednesday, August 10, 2022, 9:00 AM

**Primary Location:** 1546 First Street, Napa (upstairs)

**Secondary Locations:** 3618 Ruston Lane, Napa  
2550 N. State Street, Ste. #3, Ukiah

**Call-in number:** +1 253 215 8782 **Meeting ID:** 834 9195 1841 **Passcode:** 379213  
<https://us06web.zoom.us/j/83491951841?pwd=eXZJTmNvY1FCMTVhaHRZS2tiSjhYUT09>

**CALL TO ORDER**

I.	<p>Jeri Hansen, chair, opened the meeting at 9:01 a.m.</p> <p><b>A. Introductions</b> <b>Board Members Present:</b> Executive Committee Chair, Jeri Hansen; Napa Advisory Subcommittee Chair, Paul Hicks, Mendocino Advisory Representative, Frank Cuneo. <b>Board Members Absent:</b> Marin Advisory Subcommittee Chair, Suzie Byrne <b>Workforce Alliance of the North Bay members present:</b> Associate Director &amp; Chief of Operations, Laura Davis; Workforce Development Analyst, Wayne Everbeck; Workforce Development Analyst, Sita Williams</p> <p><b>B. Public Comment</b> Frank Cuneo: The North Bay TIP Program is recruiting now. The next cohort will be at Napa Valley College in Napa this fall.</p> <p><b>C. Chair Update</b> The new President of Napa Valley College has started. Jeri Hansen would like to invite him to a future board meeting to explore how we might partner in the future.</p> <p><b>D. Member Update</b> None</p> <p><b>E. Director Update</b> Laura Davis, Associate Director &amp; Chief of Operations, gave a Regional Equity and Recovery Partnership Grant update. We were awarded \$1,150,000 for the region and it will start 12/1/2022. WANB also applied for a second round of the Prison to Employment P2E Grant, asking for \$496,000 to serve 50 individuals between the four WANB counties. If awarded, it will start in January 2023. The program is centered on newly paroled individuals.</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 May 11, 2022 Meeting Minutes</b> <a href="#">[Attachment II.A]</a> Motion made to approve May 11, 2022, Meeting Minutes. M/S: Frank Cuneo/Paul Hicks Motioned carried: 3:0 Yea: 3 Nay: 0 Abstentions: 0 Absent: 1</p>
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REGULAR CALENDAR

III.

**A. Approval of WANB Regional Workforce Development Board Members, RWDB Renewals, and new Advisory Subcommittee Members (Action)**

- a. Laura Liberty – NEW [[Attachment III.A.a](#)]
- b. Geovanni Flores [[Attachment III.A.b](#)]
- c. Jeri Hansen [[Attachment III.A.c](#)]
- d. Ken Lippi [[Attachment III.A.d](#)]
- e. Joanne Webster [[Attachment III.A.e](#)]
- f. Kevin Ingram – NEW [[Attachment III.A.f](#)]
- g. Chris Mansell – NEW [[Attachment III.A.g](#)]
- h. Christy Smith – [[Attachment III.A.h](#)]

Motion made to approve new board membership and renewals, except Jeri Hansen.

M/S: Paul Hicks/Frank Cuneo

Motioned carried: Yes

Yea: 3

Nay: 0

Abstentions: 0

Absent: 1

Motion made to approve Jeri Hansen’s RWDB membership renewal.

M/S: Paul/Frank

Motioned carried: 2-0

Yea: 2

Nay: 0

Abstentions: 1

Absent: 1

**B. Ratification and approval for Economic Modeling, LLC dba Lightcast (formerly known as EMSI) -**

Amendment for a new amount of \$11,000. The tool provides current labor market information, business profile data, job posting analytics and wage compensation data which WANB staff use to assist businesses and community partners in the region making data driven decisions. (Action)

Motion made to approve the Economic Modeling, LLC, dba Lightcast contract.

M/S: Frank Cuneo/Paul Hicks

Motioned carried: 3-0

Yea: 3

Nay: 0

Abstentions: 0

Absent: 1

**C. Policy/Procedure Revision – Property: Purchasing, Inventory, and Disposal**

WANB Staff provided requested information from WANB Counsel for the Executive Committee to review and vote on. [[Attachment III.C](#)] (Action)

Motion made to approve the Policy/Procedure Revision which includes the “as-is” addition to the language from WANB Counsel.

M/S: Paul Hicks/Frank Cuneo  
Motioned carried: 3-0  
Yea: 3  
Nay: 0  
Abstentions: 0  
Absent: 1

**D. Establishment of Outreach and Communications Committee** – Executive Committee considered the creation of an Outreach and Communications Committee. Goals and objectives were shared.  
**(Action)**

Motion made to approve the establishment of an Outreach and Communications Committee with the addition of a committee charter which will be developed and include a periodic update to the Executive Board or RWDB.

M/S: Paul Hicks/Frank Cuneo  
Motioned carried: 3-0  
Yea: 3  
Nay: 0  
Abstentions: 0  
Absent: 1

**E. Board Meeting Calendar Revision** – Committee reviewed the revised master board meeting calendar. [[Attachment III.E](#)] **(Action)**

**Motion made to approve the updated Board Meeting Calendar.**

M/S: Frank Cuneo/Paul Hicks

Motioned carried: 3  
Yea: 3  
Nay: 0  
Abstentions: 0  
Absent: 1

**ADJOURN**

IV.

**A. Adjourn**

The meeting was adjourned at 9:26 a.m.