



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

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

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

**Secondary Location:** 3618 Ruston Lane, Napa & 228 Michele Circle, Novato

**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><b>A. Introductions</b></p> <p>Executive Committee Chair Jeri Hansen called the meeting to order at 9:03 AM</p> <p>Members Present: Executive Committee Chair, Jeri Hansen; Marin Advisory Subcommittee Chair Suzie Byrne *Suzie from SR; Napa Advisory Subcommittee Chair, Paul Hicks, Mendocino Advisory Representative, Frank Cuneo joined at 9:28AM.</p> <p>Workforce Alliance/CareerPoint Staff present: Executive Director, Bruce Wilson; Associate Director &amp; Chief of Operations, Laura Davis; Fiscal and HR Officer Taylor Swain; Project Director for CareerPoint North Bay, Christy Gard.</p> <p><b>B. Public Comment</b> None.</p> <p><b>C. Chair update</b> None.</p> <p><b>D. Member update</b> – Frank Cuneo updated the Board on the status of the TIP program</p> <p><b>E. Director update</b> - September 15th Bruce will be talking at the North Bay leadership council.</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>]</p> <p>Motion made to approve May 11, 2022, Meeting Minutes: M/S Suzie Byrne / Paul Hicks Motioned carried: 3-0 Yea: 3 Nay: 0 Absent: 1 - Frank Cuneo is a member of the public</p>
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**REGULAR CALENDAR**

III.		<p><b>A. Approval of Regional Workforce Development Board Member &amp; Renewals (Action)</b></p> <ul style="list-style-type: none"> <li>a. Laura Liberty – NEW [<a href="#">Attachment III.A.a</a>]</li> <li>b. Geovanni Flores [<a href="#">Attachment III.A.b</a>]</li> <li>c. Jeri Hansen [<a href="#">Attachment III.A.c</a>]</li> <li>d. Ken Lippi [<a href="#">Attachment III.A.d</a>]</li> <li>e. Joanne Webster [<a href="#">Attachment III.A.e</a>]</li> </ul> <p>Motion made for Approval of Regional Workforce Development Board Member &amp; Renewals for a., b., d., and e. (Laura Liberty, Geovanni Flores, Ken Lippi, Joanne Webster): M/S Suzie Byrne / Paul Hicks</p>
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Motioned carried: 3-0  
Yea: 3  
Nay: 0  
Absent: 1 - Frank Cuneo was a member of the public at the time of the vote

Motion made for Approval of Regional Workforce Development Board Member & Renewal for c. (Jeri Hansen):

M/S Paul Hicks / Suzie Byrne

Motioned carried: 2-0

Yea: 2

Nay: 0

Abstentions: 1 - Jeri Hansen

Absent: 1 - Frank Cuneo was a member of the public at the time of the vote

- B. Ratification and approval Economic Modeling, LLC dba 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 in making data driven decisions.

Motion for Ratification and approval Economic Modeling, LLC dba EMSI:

M/S: Paul Hicks / Suzie Byrne

Motioned carried: 3-0

Yea: 3

Nay: 0

Absent: 1 - Frank Cuneo was a member of the public

- C. Policy/Procedure Revision (Discussion)** – Property: Purchasing, Inventory, and Disposal. Taylor will run the idea by council and update the language of the policy if approved.

- D. Establishment of Outreach and Communications Committee (Discussion)** – Executive Committee considered the creation of an Outreach and Communications Committee. Goals and objectives will be discussed.

- E. Board Meeting Calendar Revision [[Attachment III.F](#)] (Discussion)** – Committee considered a revised master calendar.

- F. Career Services Provider Action Plan (Presentation)** - Equus managers provided a detailed action plan for continuous improvement.

## ADJOURN

IV. **Adjourn** Executive Committee Chair Jeri Hansen adjourned the meeting at 10:22 AM