



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

August 14th, 2024 – 9:00 to 10:30 AM

Lake: 55 1<sup>st</sup> St, Lakeport, CA

Marin: 2<sup>nd</sup> Floor, 1800 Ignacio Blvd, Building 27, Novato CA

Mendocino: Rm 4231, Mendocino College, 1000 Hensley Creek Rd, Ukiah CA

Napa: Rm A106-09, 2751 Napa Valley Corporate Drive, Napa CA 94559

Solving workforce issues as a community will require stakeholders to:

1. **Coordinate and collaborate across organizations**, understanding that the work cannot be accomplished in siloes. Each partner organization brings unique expertise, networks, and resources to the table and should understand their organization’s role in advancing key pieces of the overall strategy.
2. **Follow the lead of employers**, the end-users of our region’s talent “supply chain.” Focus on the benefits to employers of collaborating to grow the pool of talent for all and the skills that are aligned to common industry pain points.
3. **Focus on skills**, the common language that brings together job seekers, employers, and educators for mutual benefit.

**CALL TO ORDER**

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| I. | <p>Called to order at 9:01am.</p> <p style="text-align: center;">Introductions</p> <p>Members: Christy Smith, Paul Hicks, Marty Flynn, Weston Seifert</p> <p>Staff: Bruce Wilson, Taylor Swain, Sita Williams, Lisa Marie, Doug Orlando Nik Inalsingh, Stefan Ochoa</p> <p style="text-align: center;">Public Comment</p> <p>None</p> <p style="text-align: center;">Chair’s Remarks</p> <p>Marty Flynn thanked the group and announced he will be gone for the next meeting.</p> |
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**CONSENT CALENDAR**

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| II. | <p>A. April 10th, 2024 Meeting Minutes (<b>Action</b>) [<a href="#">Attachment II.A</a>]</p> <p>M/S: Weston Seifert / Marty Flynn</p> <p>Passes: 3-0</p> <p>No abstentions</p> |
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## GOVERNANCE CALENDAR

III. A. Review Membership, Committees & Requirements (**Action**) [[Board Letter III.A](#)]

Motion to approve Lynn Perez as a public member seat.

M/S: Christy Smith / Marty Flynn

Passes: 3-0

No abstentions

Bruce Wilson explains we need more business seats; 4 total open seats.

## INFORMATION / DISCUSSION / ACTION ITEMS

IV. A. One-Stop Operator (**Information**)

a. One-Stop Dashboard Discussion

Bruce Wilson gives introduction for OSO.

Lisa Marie presented.

b. Napa One-Stop Grand Opening

Lisa Marie presented.

Bruce Wilson thanks Lisa Marie, Sita Williams, and Lynn Perez on the progress of the Napa One Stop Grand Opening.

Paul Hicks arrives at 9:18 a.m.

c. Certification Process

Lisa Marie gives update on recertification.

Discussions occurred.

B. WIOA Title I Training Funds (**Action**)

Bruce Wilson gives background to what the liaison RFP process is. Motions to release this and move forward.

M/S: Paul Hicks / Christy Smith

Passes: 4-0

No abstentions

C. One-Stop WIOA Title I RFP (**Action**)

Motion to release One Stop Equus RFP.

M/S: Christy Smith / Marty Flynn

Passes: 4-0  
No abstentions

## BUSINESS CALENDAR

V.

### OBJECTIVE 1 – Talent Attraction

*Focus: Better matching of current workforce with local job openings; attracting skilled out-of-market talent to fill jobs where demand eclipses local workforce capacity.*

#### A. LA Apprenticeship Grant ([Information](#))

Bruce Wilson gives background information on LA Apprenticeship.

### OBJECTIVE 2 – Transferable Skills

*Focus: Upskilling and reskilling workers already in your area with short-term training and credentials that are nimble enough to evolve with market demand.*

No items

### OBJECTIVE 3 – Technical and Certificate Programs

*Focus: Near-term alignment of forecasted industry demand with local talent development programming to facilitate attainment of the most relevant degrees and certifications.*

#### B. Lake Wildfire Resilient Workforce Program ([Information](#))

Bruce Wilson gives update on CDBG grant.

### OBJECTIVE 4 – Advanced Skill Sets

*Focus: Long-term alignment of higher education programming to develop a sustainable highly skilled pipeline for the region's driver industries.*

No items

### OBJECTIVE 5 – Information Gap

*Focus: Build awareness of high-demand high-potential career pathways with industry-aligned programming in middle and high schools.*

#### C. Industry Sector Partnership Initiative ([Information](#))

Bruce Wilson gives update on partnership.

### OBJECTIVE 6 – Starting Early

*Focus: Draw students to foundational career and technical education programs by sparking interest in STEM and the world of work.*

No items

## MEMBER / COMMITTEE / DIRECTOR REPORTS

VI.

#### A. Member's Report

None

#### B. Director's Report

Bruce Wilson discusses meeting of the minds.

Meeting adjourned at 10:21 a.m.

**ADJOURN**

All public meetings and events sponsored or conducted by the Workforce Alliance of the North Bay are held on accessible sites. Requests for accommodation may be made by calling (707) 699-1951 (voice) or e-mailing [info@workforcealliancencorthbay.org](mailto:info@workforcealliancencorthbay.org) at least five business days in advance of the event. Copies of documents are available in alternative formats, upon written request.