

# REGIONAL WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, August 9th, 2023, 9:00 AM

Primary Location: 1546 First Street, Napa 94559 (upstairs Training Room)

Call-in number: +1 669 444 9171 Meeting ID: 817 7991 9702 Passcode: 080502  
<https://us06web.zoom.us/j/81779919702?pwd=aUJZbXNuMUNSQ1ZvWnZjR1oyckdVZz09>



## CALL TO ORDER

- I.
- Called to order at 9:08pm
- A. Introductions
- Members: Frank Cuneo, Paul Hicks, Jason Henderson (attending remotely)
- Staff: Bruce Wilson, Laura Davis, Taylor Swain, Doug Orlando, Sita Williams, Victoria Pulido
- B. Public Comment
- None
- C. Member Update
- Members gave updates.
- D. Director Update
- Director provided updates.

## 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 July 12<sup>th</sup>, 2023 Meeting Minutes (**action**) [Walk-In]
- M/S: Frank Cuneo, Paul Hicks  
Passes: 2-0  
Abstentions: Jason Henderson

## REGULAR CALENDAR

- III.
- A. Policy & Procedures (**Action**) – Executive Committee will consider the attached policies and procedures.
- a. Subrecipient Fiscal Policy (new)
  - b. Regional Workforce Development Board & Committee Meetings (new)

- c. Youth Incentives and Stipends (new)
- d. On The Job Training (revision)
- e. Work Experience Services (revision)
- f. WIOA Supportive Services (revision)

#### **IIIA-a Subrecipient Fiscal Policy**

**Motion to approve with the following adjustments:**

**Timekeeping 1D – Have counsel review and approve.**

**Reporting Requirement 1A – Subrecipient may request an extension no later than two days prior than the deadline. WANB will approve or deny the extension within 24 hours.**

**Remove of penalty of perjury line from timesheet.**

**M/S: Frank Cuneo, Paul Hicks**

**Passes: 3-0**

**Abstentions: None**

#### **IIIA-B Regional Workforce Development Board & Committee Meetings**

**Taylor Swain presented.**

**Frank Cuneo amended to add statement to follow any state waivers.**

**M/S: Frank Cuneo, Jason Henderson**

**Passes: 3-0**

**Abstentions: None**

#### **IIIA-C Youth Incentives and Stipends**

**Laura Davis presented. Victoria Pulido spoke in support of the policy.**

**M/S: Frank Cuneo, Jason Henderson**

**Passes: 3-0**

**Abstentions: None**

#### **IIIA-D On The Job Training**

**Laura Davis presented.**

**M/S: Frank Cuneo, Paul Hicks**

**Passes: 3-0**

**Abstentions: None**

#### **IIIA-E Work Experience**

**Laura Davis presented.**

**M/S: Frank Cuneo, Paul Hicks**

**Passes: 3-0**

**Abstentions: None**

		<p><b>IIIA-F WIOA Supportive Services</b></p> <p>Laura Davis presented. Discussion occurred.</p> <p>M/S: Frank Cuneo, Jason Henderson Passes: 3-0 Abstentions: None</p> <p><b>B. Regional Workforce Development Board Chair &amp; Vice Chair Nominations (Action)</b> – Executive Committee will consider nomination of Chair and Vice Chair for September 14<sup>th</sup> RWDB meeting.</p> <p>Discussion occurred.</p> <p>Motion to nominate Marty Flynn to Chair and Weston Seifert to Vice-Chair.</p> <p>M/S: Frank Cuneo, Jason Henderson Passes: 3-0 Abstentions: None</p> <p><b>C. Consider September 14<sup>th</sup> Regional Workforce Development Board Agenda</b> [Discussion]</p> <p>Discussion occurred. No additional items, staff will create agenda in coordination with Bob Lanter of CWA.</p>
<b>ADJOURN</b>		
IV.		<p><b>A. Call for Future Agenda Items</b></p> <p>None</p> <p><b>B. Adjourn</b></p> <p>Adjourned at 10:39am</p>