



## WANB GOVERING BOARD MINUTES

Friday, March 15th 2024, 9:00 AM

### Primary Meeting Locations:

Lake – Conference Rm B, 255 North Forbes St #109, Lakeport, CA 95453  
Marin – Marin CareerPoint at 1800 Ignacio Blvd, Building 27, Novato, CA 94949  
Mendocino – Conference Rm A, 501 Low Gap Rd, Ukiah, CA 95482  
Napa – Napa CareerPoint at 1546 1<sup>st</sup> St, 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

- I. Called to order at 9:02am
- A. Welcome, Introductions**
- Members Present: Joelle Gallagher, John Haschak, Maureen Mulheren, Jessica Pyska, Dennis Rodoni, Moke Simon, Mary Sackett
- Staff Present: Bruce Wilson, Taylor Swain, Laura Davis, Doug Orlando, Lisa Marie Benevides, Nik Inalsingh
- Public Present: Lynn Perez, Teri Brimacomb
- B. Public Comment**
- None
- C. Chair/Executive Director Update**
- Bruce Wilson provided updates on Labor Market Information data and agenda format.
- Staff received direction to move items to consent calendar if possible and keep action items together in business or governance calendar.

## 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 member. Items are approved with one single motion.

- II.
- A. Approve Meeting Minutes September 15, 2023 (Action) [[Attachment II.A](#)]**
- M/S: Rodoni / Haschak
- Motion Carried: Passes: 7-0
- Yea: 7
- Nay: 0
- Abstentions: None

## GOVERNANCE CALENDAR

III.

**A. Agreements (Action) [Board Letter III.A]**

Bruce Wilson presented.

Discussion occurred.

M/S: Haschak / Pyska

Passes: 7-0

No abstentions

**B. Policies & Procedures (Action) [Board Letter III.B]**

Bruce Wilson presented.

M/S: Sackett / Gallagher

Passes: 7-0

No abstentions

**C. Accept 2021-2022 Single Audit (Action) [Board Letter III.C]**

Taylor Swain presented.

Discussion occurred.

M/S: Haschak / Pyska

Passes: 7-0

No abstentions

**D. CareerPoint Budget Transfer Request (Action) [Board Letter III.D]**

Bruce Wilson presented.

M/S Sackett / Gallagher

Passes: 7-0

No abstentions

**E. WANB Employee Handbook Update (Action) [Board Letter III.E]**

I. COLA Policy

II. PTO Liability Discussion

Bruce Wilson and Taylor Swain presented.

Discussion occurred.

Staff received direction to obtain information on what each county offers for vacation cash outs.

M/S: Rodoni / Haschak

Passes: 7-0

No abstentions

**F. Appoint Regional Workforce Development Board Applicants (Action) [Attachment III.F]**

Bruce Wilson presented.

M/S: Sackett / Gallagher

Passes: 7-0

No abstentions

## INFORMATION / DISCUSSION / ACTION ITEMS

IV.

**A. One-Stop Operator Update**

- I. Center Update Summary
- II. EDD – WANB Committee
- III. Napa HHSA-WANB Partnership 2024 & Beyond

Lisa Marie Benevides, Bruce Wilson, and Lynn Perez presented.

Discussion occurred.

Supervisor Pyska left at 10:00am

**B. Becoming a Regionally Centered Board (Update)**

- I. Launch Regional Committees
  - Outreach & Communications
  - Issues & Opportunities
- II. Approve Bylaw Amendments (Action) [[Board Letter IV.B.II](#)]

Bruce Wilson presented.

Discussion occurred.

M/S: Haschak / Gallagher

Passes: 6-0

No abstentions

**C. Governing Board Calendar (Action) [[Attachment III.E](#)]**

Bruce Wilson presented.

Discussion occurred.

Motion to accept calendar for Governing Board as is.

M/S: Rodoni / Haschak

Passes: 6-0

No abstentions

## BUSINESS CALENDAR

V.

**A. 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.*

- I. **Public Sector Tech Apprenticeship Program (Information) [[Attachment V.A.I](#)]**

Bruce Wilson presented.

- II. **A Collaborative Session for Justice Partners and Workforce Boards (Information) [[Attachment V.A.II](#)]**

Bruce Wilson presented.

**B. 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.*

- I. **Approve Heritage Housing AHSC Grant Partnership (Action) [[Board Letter V.B.I](#)]**

Bruce Wilson presented.

M/S: Gallagher / Haschak

Passes: 6-0

No abstentions

II. **Approve Workforce Accelerator Fund 12 Application** (Action) [Carry-In Item]

Bruce Wilson presented.

M/S: Rodoni / Sackett

Passes: 6-0

No abstentions

C. **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.*

I. **Ratify CDGB-DR Application Resolution** (Action) [[Board Letter V.C.I](#)]

Bruce Wilson presented.

M/S: Hascak / Rodoni

Passes: 6-0

No abstentions

D. **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.*

I. **Lake County Healthcare Education Workforce Summit** (Information) [[Attachment V.D.I](#)]

Sita Williams presented.

E. **OBJECTIVE 5 – Information Gap**

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

I. **Industry Sector Partnership Initiative** (Information) [[Attachment V.E.I](#)]

Bruce Wilson presented.

F. **OBJECTIVE 6 – Starting Early**

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

I. **No items**

## CLOSING

VI.

A. **Call for future agenda items**

None

B. **Member Updates**

Member updates provided.

Adjourned at 10:43am

## ADJOURN