



## REGIONAL WORKFORCE DEVELOPMENT BOARD MINUTES

Thursday, March 14th 2024, 10:00 AM

### Primary Meeting Locations:

Lake CareerPoint – 55 First St, Suite 114, Lakeport CA 95453  
Marin CareerPoint – 1800 Ignacio Blvd, Building 27, Novato, CA 94949  
Mendocino CareerPoint – 2550 N. State Street, Ukiah CA 95483  
Napa CareerPoint – 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 10:03am

### A. Welcome, Introductions

Members Present: Paul Hicks, Weston Seifert, Marty Flynn, Bryan Avila, Jolee White, Frank Cuneo, Keith Dias, Kris Organ, Christie Pedroncelli-Smith, Ken Lippi, Vincent Smith

Staff Present: Bruce Wilson, Taylor Swain, Nik Inalsingh, Laura Davis, Lisa Marie, Doug Orlando

### B. Public Comment

None

### C. Chair/Executive Director Update

Chair and Executive Director provided updates and discussed agenda.

Brian Avila arrived at 10:05am

Vin Smith arrived at 10:07am

Chisty Smith arrived at 10:10am.

## 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. Approval of December 15th, 2023 Meeting Minutes [[Attachment II.A](#)]

M/S: Frank Cuneo / Kris Organ

Passed: 11-0

	<p>Abstentions: None</p> <p>Discussion about consent calendar and items already approved by Executive Committee.</p> <p>Ken Lippi recommended keeping financial items on the governance calendar.</p> <p>Vin Smith recommended adding language to the Governance calendar allowing multiple items to be taken as a single vote.</p>
<b>GOVERNANCE CALENDAR</b>	
	<p>These matters typically include financial or administrative <b>action items</b> with discussion prior to a vote.</p> <p>Multiple items may be taken together as one item by request.</p>
III.	<p><b>A. Agreements (Action) [Board Letter III.A]</b></p> <p>Taken with III.B.</p> <p><b>B. Policies &amp; Procedures (Action) [Board Letter III.B]</b></p> <p>Motion to approve both III.A and III.B.</p> <p>M/S: Vin Smith / Christy Smith</p> <p>Passed: 11-0</p> <p>Abstentions: None</p> <p><b>C. Accept 2021-2022 Single Audit (Action) [Board Letter III.C]</b></p> <p>Bruce Wilson and Taylor Swain presented.</p> <p>Discussion occurred.</p> <p>M/S: Frank Cuneo / Vin Smith</p> <p>Passed: 11-0</p> <p>Abstentions: None</p>
<b>INFORMATION / DISCUSSION/ ACTION ITEMS</b>	
IV.	<p><b>A. One-Stop Operator Update</b></p> <p>I. Center Update Summary</p> <p>II. EDD – WANB Committee</p> <p>Lisa Marie provided updates.</p> <p>Discussion occurred.</p> <p><b>B. Becoming a Regionally Centered Board (Update)</b></p> <p>I. Launch Regional Committees</p> <ul style="list-style-type: none"> <li>▪ Outreach &amp; Communications</li> <li>▪ Issues &amp; Opportunities</li> </ul> <p>II. Approve Bylaw Amendments (Action) [Board Letter IV.B.II]</p> <p>Bruce Wilson presented.</p> <p>M/S: Kris Organ / Bryan Avila</p>

Passed: 11-0

Abstentions: None

## 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.

Motion to approve taken below.

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

Motion to approve items V.B.I and V.B.II.

M/S: Ken Lippi / Vin Smith

Passed: 11-0

Abstentions: Frank Cuneo

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: Weston Seifert / Keith Davis

Passed: 11-0

Abstentions: None

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](#)]

Bruce Wilson 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.*

	<div>I.    <b>Industry Sector Partnership Initiative</b> (Information) [<a href="#">Attachment V.E.I</a>]</div> <div>Bruce Wilson presented.</div> <div>F.    OBJECTIVE 6 – Starting Early</div> <div>      <i>Focus: Draw students to foundational career and technical education programs by sparking interest in STEM and the world of work.</i></div> <div>      I.    No items</div>
CLOSING	
VI.	<div>A.    <b>Call for future agenda items</b></div> <div>Kris Organ – Local Housing Bond (Marin) on November Ballot, Statewide initiative to reduce bond threshold for housing to 55% vote.</div> <div>I.    <b>Member Updates</b></div> <div>Christy Smith – Mendocino College received apprenticeship planning grant – starting registered apprenticeships around agriculture.</div> <div>Ken Lippi – Full growth in Marin for Career Technical Classes, WANB LMI data/analysis has helped to guide the work.</div> <div>Adjourned at 11:38am.</div>
CLOSE	