



REGIONAL WORKFORCE DEVELOPMENT BOARD MEETING MINUTES

Thursday, December 12th, 2024, 10:00 AM

Primary Meeting Locations:

Lake CareerPoint – 290 N Main St, Lakeport, CA 95453
Marin CareerPoint – 1800 Ignacio Blvd, Building 27, Novato CA
Mendocino CareerPoint – 2550 N. State Street, Ukiah CA
Napa CareerPoint – Fuchsia Rm A106-07, 2751 Napa Valley Corporate Drive, Napa CA

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: Paul Hicks, Weston Seifert, Bryan Avila, Bill Mueller, Frank Cuneo, Geovanni Flores, Kris Organ, Christy Smith, Lynn Perez, Vince Smith.

Staff: Bruce Wilson, Laura Davis, Doug Orlando, Lisa Marie, Nik Inalsingh, Sita Williams, Stefan Ochoa.

B. Public Comment

Tami Bustanantez introduced herself from Management Connections. No other public comment.

C. Chair's Remarks

Weston Seifert and Sita Williams gave an overview of the Lake County Healthcare and Education Workforce Summit that occurred last April.

Ken Lippi 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 September 12th, 2024 Meeting Minutes [[Attachment II.A](#)]

M/S: Bryan Avila/Paul Hicks

Passes: 10-0

Lynn Perez abstained.

B. Ratify Budget Transfer [[Board Letter II.B](#)]

	Bruce Wilson discussed the budget transfer.
GOVERNANCE CALENDAR	
III.	<p>A. Agreements (Action) [Board Letter III.A] M/S: Bryan Avila/Ken Lippi Passes: 11-0 No abstentions.</p> <p>B. WIOA Service Provider RFP (Action) [Board Letter III.B] M/S: Frank Cuneo/Ken Lippi Passes: 11-0 No abstentions.</p> <p>C. Approve Board Membership Application (Action) [Board Letter III.C] M/S: Bryan Avila/Vince Smith Passes: 11-0 No abstentions.</p> <p>D. Regional and Local Strategic Plan (Information) [Board Letter III.D] Stefan Ochoa presented. Ken Lippi left at 11:07am.</p> <p>E. WANB Policies & Procedures (Action) [Board Letter III.E] M/S: Christy Smith/Bryan Avila Passes: 10-0 No abstentions.</p>
INFORMATION / DISCUSSION/ ACTION ITEMS	
IV.	<p>A. One-Stop Update (Information) I. Dashboard Lisa Marie presented.</p> <p>B. Return on Investment Analysis (Information)</p>

	Bruce Wilson presented. Discussion occurred.
BUSINESS CALENDAR	
V.	<p>OBJECTIVE 1 – Talent Attraction <i>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></p> <p>A. Napa Career Fair (Information)</p> <p>Sita Williams presented.</p> <p>OBJECTIVE 2 – Transferable Skills <i>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></p> <p>No items</p> <p>OBJECTIVE 3 – Technical and Certificate Programs <i>Focus: Near-term alignment of forecasted industry demand with local talent development programming to facilitate attainment of the most relevant degrees and certifications.</i></p> <p>B. Lake Wildfire Resilience Workforce Program (Information)</p> <p>Bruce Wilson presented. Discussion occurred.</p> <p>OBJECTIVE 4 – Advanced Skill Sets <i>Focus: Long-term alignment of higher education programming to develop a sustainable highly skilled pipeline for the region’s driver industries.</i></p> <p>No items</p> <p>OBJECTIVE 5 – Information Gap <i>Focus: Build awareness of high-demand high-potential career pathways with industry-aligned programming in middle and high school.</i></p> <p>C. Labor Market Analysis - EconoVue (Information)</p> <p>Stefan Ochoa presented.</p> <p>OBJECTIVE 6 – Starting Early <i>Focus: Draw students to foundational career and technical education programs by sparking interest in STEM and the world of work.</i></p> <p>No items</p>
CLOSING	
VI.	<p>A. Director’s Report</p> <p>a. Legislative Report</p> <p>Bruce Wilson presented. Discussion occurred.</p> <p>B. Member Updates</p> <p>Frank Cuneo gave an update on the North Bay Trade program.</p> <p>Meeting adjourned at 12:02pm.</p>
CLOSE	