



REGIONAL WORKFORCE DEVELOPMENT BOARD MEETING MINUTES

Thursday, September 11th 2025, 10:00 AM

Primary Meeting Locations:

- Saw Shop Public House - 3825 Main St, Kelseyville, CA
- Marin CareerPoint – Rm 233, Building 27, 1800 Ignacio Blvd, Novato, CA
- Mendocino College – Rm 4232, LLRC Building, 1000 Hensley Creek Rd, Ukiah, CA
- Napa CareerPoint – Oak Rm, Building A, 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.	<p>Called to order at 10:08am.</p> <p>A. Welcome, Introductions</p> <p>Staff Members: Bruce Wilson, Taylor Swain, Laura Davis, Sita Williams, Zachary Koblick De Leon, Victoria Pulido, Doug Orlando, Nik Inalsingh, and Stefan Ochoa</p> <p>Members: Don Smith, Weston Seifert, Vin Smith, Chris Chell, Bryan Avila, Miranda Ramos, Frank Cuneo, Glen Loveall, Geovanni Flores, Christy Smith, Neal Harrison, Claudia Obera De Luna, Sean Nunez, Kris Organ, and Lynn Perez.</p> <p>B. Public Comment</p> <p>None.</p> <p>C. Chair’s Remarks</p> <p>Weston Seifert recalled the events of 9/11.</p> <p>Glen Loveall arrived at 10:12am.</p>
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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.	<p>A. Approval of June 12th, 2025 Meeting Minutes [Attachment II.A]</p> <p>M/S: Vin Smith/Christy Smith</p> <p>Passes: 10-0</p> <p>Four abstentions.</p>
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GOVERNANCE CALENDAR

III.	<p>A. Nomination and Election of Chair and Vice Chair of the Regional Board (Action) [Board Letter III.A]</p> <p>The board nominated and elected Weston Seifert as the Chair, and Vin Smith as the Vice Chair of the Regional Board.</p> <p>M/S: Weston Seifert/Vin Smith</p> <p>Passes: 11-0</p> <p>Three abstentions.</p> <p>Bryan Avila arrived at 10:31am.</p> <p>B. Agreements (Action) [Board Letter III.B]</p> <p>M/S: Kris Organ/Vin Smith</p> <p>Passes: 11-0</p> <p>Four abstentions.</p>
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INFORMATION / DISCUSSION / ACTION ITEMS

IV.	<p>A. One Stop Partner MOU Approval and Partnership Update (Action) [Board Letter IV.A]</p> <p>Bruce Wilson explained the current MOU approval process. Discussion occurred.</p> <p>B. CareerTeam Update – This is a recurring agenda item as the board navigates its first year of transition to a new Career Services Provider. Information may include challenges and opportunities for the Title I program, data findings or new program highlights. (Information)</p> <p>Claudia Aceves provided an update on CareerTeam.</p> <p>C. Communications and Outreach Committee Report Out – The Chair of the committee will reflect on the work and accomplishments of the committee and will elicit additional assistance from the board as appropriate. (Information/Discussion)</p> <p>Nik Inalsingh and Christy Smith provided an update on the communications and outreach committee. Discussion occurred.</p> <p>D. Workforce Issues and Opportunities - Facilitated by the Chair of the Board, with staff assistance, the Board members will discuss key workforce themes, challenges and opportunities for the WANB organization and the community at large, in relation to workforce development in the North Bay. (Discussion)</p> <p>Bruce Wilson presented and discussed key workforce issues and opportunities, prompting the development of a future committee. Discussion occurred.</p>
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BUSINESS CALENDAR

These items are included in the County specific newsletters which are attached. Any item will be discussed separately at the request of any member.

V.

[Lake County Newsletter](#)

[Marin County Newsletter](#)

[Mendocino County Newsletter](#)

[Napa County Newsletter](#)

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. **Mendocino Healthcare Education & Workforce Summit (Information)**
- B. **CareerPoint Napa August Hiring Event (Information)**
- C. **Marin Job Fair (Information)**
- D. **San Rafael Level-Up Employment Expo (LUEE) (Information)**

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.

- E. **Lake Wildfire Resilience Program (Information)**

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.

- F. **Job Search Readiness Workshop (Information)**
- G. **West Marin Business Resource Presentation (Information)**
- H. **LCOE & MCOE Healthcare Career Pathways Programs (Information)**

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. **Napa WANB Apprenticeship Information Session (Information)**

OBJECTIVE 5 – Information Gap

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

- J. **Labor Market Analysis – 2023 Lightcast Talent Attraction Scorecard (Information)**[\[Board Letter V.J\]](#)
- K. **Lake HEART Hub (Information)**

OBJECTIVE 6 – Starting Early

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

- L. **BMO Partnership (Information)**

OBJECTIVE 7 – One Stop Partner Integration

Focus: Short and long-term integration of employment and training focused community partners that work together in a seamless fashion to assist Job Seekers and Employers

- M. **Quarterly One-Stop Partners Meeting (Information)**[\(Attachment V.M\)](#)

CLOSING

VI.

- A. **Director’s Report**

None.

- B. **Member Updates**

None.

	Meeting adjourned at 12:05pm.
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