



REGIONAL WORKFORCE DEVELOPMENT BOARD MEETING MINUTES

Thursday, December 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 – Fuschia 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 10:05am.</p> <p>A. Welcome, Introductions</p> <p>Staff Member: Bruce Wilson, Taylor Swain, Laura Davis, Doug Orlando, Nik Inalsingh, Victoria Pulido, Zachary Koblick De Leon, Sita Williams, and Stefan Ochoa.</p> <p>Members: Weston Seifert, Vin Smith, Chris Chell, Miranda Ramos, Frank Cuneo, Glenn Loveall, Geovanni Flores, Christy Smith, Kris Organ, and Neal Harrison.</p> <p>B. Public Comment</p> <p>Frank Cuneo thanked Sita Williams for her work in Lake County regarding the North Bay Trades Introduction program.</p> <p>C. Chair’s Remarks</p> <p>None.</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 September 11th, 2025 Meeting Minutes [Attachment II.A]</p> <p>M/S: Christy Smith/Geovanni Flores</p> <p>Passes: 8-0</p> <p>No abstentions.</p>
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GOVERNANCE CALENDAR

III. Glen Loveall arrived at 10:12am.

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

- I. WSI – AI contract
- II. South Bay WIB Apprenticeship

M/S: Christy Smith/Frank Cuneo

Passes: 9-0

No abstentions.

Neal Harrison arrived at 10:20am.

B. **Approve New Board Members (Action)** [[Board Letter III.B](#)]

Staff discussed the motion to approve Danielle Beckett and Adam Jennings to the RWDB.

M/S: Kris Organ/Frank Cuneo

Passes: 10-0

No abstentions.

Weston Seifert stepped out of the meeting temporarily.

C. **Job Quality Framework (Action)** [[Board Letter III.C](#)] [[Attachment III.C](#)]

Bruce Wilson presented the Job Quality Framework attachment. Discussion occurred.

M/S: Kris Organ/Frank Cuneo

Passes: 9-0

No abstentions.

INFORMATION / DISCUSSION / ACTION ITEMS

IV. A. **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](#))

- I. Career Team App Presentation

Nik Inalsingh gave a brief update on the progress of the committee, and Victoria Pulido presented a Career Team app update. Discussion occurred.

B. **Workforce Issues and Opportunities 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](#))

- I. 501(c)(3) consideration

Zachary Kobick De Leon presented an update on the committee and the potential 501(c)(3) development. Discussion occurred.

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. **CareerPoint Napa September Hiring Event** ([Information](#))
- B. **San Rafael Level-Up Employment Expo (LUEE)** ([Information](#))
- C. **Napa Small Business Fair** ([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.

- D. **Lake Wildfire Resilience Program** ([Information](#))
- E. **Promoting Career Edge North Bay** ([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 Connect Resource Fair** ([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.

- H. **Napa Chamber Economic Outlook Conference** ([Information](#))

OBJECTIVE 5 – Information Gap

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

- I. **E2E - Education to Employment Summit** ([Information](#))
- J. **Workforce News Flash - Mendocino and Lake Counties** ([Information](#))
- K. **Labor Market Analysis – WANB Talent Attraction Scorecard** ([Information](#)) [[Board Letter V.K](#)]

Stefan Ochoa presented a Talent Attraction Scorecard, focusing on the WANB region.

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. **Coastal Connections – Fort Bragg** ([Information](#))
- M. **Workforce Development & Justice Partner Convening** ([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

- N. **CareerTeam at West Marin HHS** ([Information](#))

CLOSING

VI.

- A. **Director's Report**
 - a. ETPP Grant

Bruce Wilson provided an update on the ETPP grant and next steps.

B. Member Updates

None.

Meeting adjourned at 11:26am.