



**REGIONAL WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING
AGENDA**

**Wednesday, February 10, 2021
9:00 AM**

**2550 N. State Street, Ste.3
Ukiah, CA 95482**

Call-in number: +16699009128, Meeting ID: 954 9223 3683, Passcode: 968713

CALL TO ORDER

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| I. | 9:00 | <ul style="list-style-type: none"> A. Introductions B. Public Comment |
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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 person. Items are approved with one single motion

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| II. | | <ul style="list-style-type: none"> A. Approve November 4, 2020 Meeting Minutes [Attachment II.A] |
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REGULAR CALENDAR

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| III. | | <ul style="list-style-type: none"> A. Approval of Subcommittee Member Application [Attachment III.A] (Action)
The committee will review and approve application for membership to one of Advisory Subcommittees: <ul style="list-style-type: none"> • Cynthia Kasten – Napa Advisory Subcommittee B. One-Stop and Career Services Request for Proposal Update (Discussion) C. Joint Strategic Planning Retreat with Governing Board and Executive Committee (Discussion) D. Regional and Local Planning Process Update (Discussion) |
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INFORMATION / DISCUSSION ITEMS

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| IV. | | <ul style="list-style-type: none"> A. Form 700 deadline April 1st, 2021 |
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MEMBER / DIRECTOR REPORTS

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| V. | | <ul style="list-style-type: none"> A. Member B. Director <ul style="list-style-type: none"> a. Legislative Updates b. Speaker Engagements |
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ADJOURN

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| VI. | | <ul style="list-style-type: none"> A. Adjourn |
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**REGIONAL WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING
MINUTES**

**Wednesday, November 4, 2020
9:00 AM**

**WANB Administrative Office
1546 First Street, Second Floor, Napa
Call-in number: +16699009128, Meeting ID: 973 2778 1989, Passcode: 472597**

CALL TO ORDER

I.	9:00	<p>A. Introductions Executive Committee Chair Jeri Hansen called the meeting to order at 9:01 AM.</p> <p>Members Present: Executive Committee Chair Jeri Hansen; Policy & Oversight Subcommittee Chair David Tam; Mendocino Advisory Subcommittee Chair Lene Vinding (joined during item III.B); Napa Advisory Subcommittee Chair Amar Inalsingh; Marin Advisory Subcommittee Chair Suzie Byrne.</p> <p>Workforce Alliance Staff Present: Executive Director, Bruce Wilson; Workforce Development Specialist, Sylwia Palczewska; Business Services Representative, Stacey Caico; Fiscal & HR Officer Taylor Swain; Workforce Development Specialist, Doug Orlando; Operations Officer, Laura Davis.</p> <p>B. Public Comment 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 person. Items are approved with one single motion

II.		<p>A. Approve October 14, 2020 Meeting Minutes [Attachment II.A]</p> <p>Motion made to approve Consent Calendar M/S Amar Inalsingh / Suzie Byrne Motion carried: 4-0 Yea: 4 Nay: 0 Abstentions: 0 Absent: Annette Lee, Maureen Mulheren, Lene Vinding</p>
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REGULAR CALENDAR

III.		<p>A. Form 700 – late filers fine Staff reported out on Form 700 efforts and discussed possible action to fine non-filers as mandated by the California Fair Political Practice Commission.</p> <p>B. One-Stop and Career Services Request for Proposal – Committee discussed final timeline and released Request for Proposals process for CareerPoint North Bay Centers (Action)</p> <p>Motion made to approve requested action M/S Amar Inalsingh / Suzie Byrne Motion carried: 5-0 Yea: 5 Nay: 0 Abstentions: 0 Absent: Annette Lee, Maureen Mulheren</p>
INFORMATION / DISCUSSION ITEMS		
IV.		<p>A. Virtual Job Fair [Attachment IV.A] a. Marin November 16th b. Lake & Mendocino November 17th c. Napa November 20th</p> <p>B. Job Posting Analytics Reports for July - September [Attachment IV.B] C. Monthly Newsletter</p>
MEMBER / DIRECTOR REPORTS		
V.		<p>A. Member B. Director a. State Level Updates</p>
ADJOURN		
VI.		<p>A. Adjourn</p> <p>The meeting was adjourned at 9:46 AM.</p>



WORKFORCE ALLIANCE OF THE NORTH BAY

DRIVING WORKFORCE TALENT

Application for Regional and/or Local Advisory Subcommittee Membership

In accordance with the Workforce Innovation and Opportunity Act of 2014 (WIOA), the Workforce Alliance of the North Bay (WANB) Governing Board has established a Regional Workforce Development Board (WDB) for Napa, Marin, Lake and Mendocino counties which sets policy for and provides oversight of workforce development programs in the four counties. Workforce Development Board members are appointed by the Governing Board to represent specified sectors of the community as listed in Section IV below. The county advisory subcommittees were created to make recommendations to the full WDB that specifically pertain to their respective county's employers and their workforce. There is a sub committee for each of the WANB counties.

Individuals interested in serving on the WDB or workforce committee must complete and submit this application for appointment. This application and the related Nomination Form(s), if any, may be subject to public disclosure.

Please check the appropriate box:

- Regional Workforce Development Board (WDB) Membership
- Advisory Subcommittee for _____ county Membership
- Renew Membership (if your information hasn't changed please fill out only Section I. and sign the form)
- Update Information

Section I. Personal Information

First Name: Cynthia Last Name: Kasten M.I.: B.



Section II. County / Location

Provide the county in which your residence, business or organization is located: Napa

Section III. Occupational Information

Industry Sector: Self employed Human Resources Consulting
 Occupation / Title: Consultant
 Employer: Self

Employer Address: *See above.*

City: State: Zip:

Employer Phone:

Section IV. Eligibility Certification

Indicate below each membership category for which you are applying. You may mark more than one category but must certify your qualifications for each category for which you are applying. A completed Nomination Form must accompany applications for Business Member, Labor Organization, Adult Education and Literacy and/or Higher Education from an appropriate nominating organization.

Business Member (Do you represent a "small business" as defined by the U.S. Small Business Administration? Y N)
Name of Business:

Labor Organization
Name of Organization:

Joint Labor-Management Apprentice Program
Name of Organization:

Community-based Organization
Name of Organization: *Salvation Army Napa Corps*

Adult Education and Literacy
Name of Provider:

Higher Education
Name of Institution:

Economic and Community Development
Name of Entity:

State Employment Office

Vocational Rehab
Name of Program:

Section V.

Describe how your participation on the WDB would advance Workforce Development programs.

See attached.

Question:

Describe how your participation on the WOB would advance Workforce Development programs.

Answer:

As a long-time resident of Napa County and an employee of the City of Napa, I've been involved and interested in the progress of our community. Working as the Personnel Director for the City of Napa for more than 20 years gave me opportunities to be involved with numerous outreach programs in the Valley including the Private Industry Council (former WIB), as well as the Napa Valley Personnel Association and the regional Employer Advisory Council (through the Employment Development Department). I also worked jointly on vocational and employment task forces to provide opportunities for jobs.

Since retiring from the City in 2011, I have continued to work for Cities and Counties in the area as an Interim Personnel/Human Resources Administrator when they need assistance during a vacancy. In addition, I have consulted on numerous human resources projects and as an Expert Witness in defense of employment cases.

More recently, I have participated on several non-profit Advisory Boards such as CAN-V and the Salvation Army Board. In addition, I have taught college courses related to Human Resources through Chapman University.

As a current member of the Salvation Army Advisory Board in Napa, I have used my background to assist with programs to provide a hand up to those less fortunate in our community. They are doing great work to provide a Culinary Academy that lead to jobs in the area.

I hope to continue providing program assistance that supports a better community for all.

Please be advised that members of the Workforce Development Board:

- **May be required to take an Oath of Office.**
- **Must comply with the County's Ethics Ordinance.**
- **Must participate in State-mandated ethics training.**
- **Must disclose financial interests as required by the County Code (Form 700).**
- **Must report any conflicts of interest as required by the County Code.**

I hereby certify that all statements in this Application are true and complete to the best of my knowledge and execute this Application under penalty of perjury. I further certify that if I am appointed, I will serve fairly, impartially, and to the best of my ability.

Cynthia Kasten

11-5-20

Signature

Date

Send completed applications to:

Workforce Alliance of the North Bay
1546 First Street
Napa, CA 94559

or email to:

boardadmin@workforcealliancencorthbay.org