

WORKFORCE ALLIANCE OF THE NORTH BAY

Regional Workforce Development Board

Executive Committee

MEETING MINUTES

February 17, 2017

Physical Meeting Sites:

120 North Redwood Drive, Bay Room, E209, San Rafael, CA 94903

1814 Soscol Ave, Napa, CA 94559

Introductions:

Each member introduced themselves. Jeri Gill, Chair of the Board; David Zwicky, Vice chair of the Board; Mark Bontrager, Chair of the Napa Local Advisory Committee; Windi Snearly, Chair of the Marin Local Advisory Committee; Monica Rosenthal, Chair of the Lake Local Advisory Committee (Incoming)

Public Comment:

None

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.

A. None

REGULAR CALENDAR

A. One Stop RFP Calendar & WIOA Youth Program RFP Review & Release:

Bruce spoke about the One-Stop Operator and Career Service Provider RFP's and went over the calendar. He said that the closing date of the RFP was extended to March 10th, 2017 and that evaluation committees were being formed to review proposals on March 22nd and 23rd. On April 5th and 6th Local Advisory Subcommittees would conduct interviews and make selection recommendations that would be forwarded to the full regional workforce development board on April 13th. On June 8th, the Governing Board would consider contracts with the selected providers of service.

Bruce also said that the staff were hard at work on a youth program RFP that he hoped to release in early March. He asked for Executive committee endorsement for the release of the youth program RFP.

Motion to accept One RFP Calendar report and approve the release of the WIOA youth program RFP once completed: David Zwickey; Second: Mark Bontrager. Approved unanimously.

B. Set Special Meeting Agenda for the Regional Workforce Development Board:

Bruce said that the April 5th and April 6th meetings noted in the calendar discussion above were special meetings that staff are requesting in order to meet our RFP obligations.

Motion to approve April 5th and April 6th special meetings: Mark Bontrager; Second Windi Snearly. Passed unanimously.

C. Mendocino County Request to join the Workforce Alliance:

Jeri Gill introduced that the Mendocino County Board of Supervisors had formally requested to join the Workforce Alliance of the North Bay. Bruce referred the committee to the memo that he had distributed in advance of the meeting. He said that there were several compelling reasons to consider the merger and also some considerations to think about very closely. He said that the Governing Board had requested that the Workforce Development Board form a recommendation before their June 8th 2017 meeting so that they could consider it. Bruce said that he would put the matter on the 3/8 Executive Committee agenda for further discussion. No action taken.

DISCUSSION

A. Review Bylaws:

The committee reviewed the Executive Committee responsibilities laid out in the bylaws. All agreed that they have a significant job.

B. Organizational Analysis:

Bruce said that he had requested an organizational review and analysis of the Workforce Alliance's staffing arrangement and organizational framework. With Mendocino possibly being added to the Alliance, and with seven months of experience, the Governing Board agreed that the time was right to look at our organizational and operational structure. David Zwicky concurred. Mark Bontrager asked if we had a consultant. Bruce said that he had begun discussions with Cal State Northridge's Organizational Management Masters program.

C. Status of Standing Committees – Board Member Engagement:

Bruce said that he and Windi had a conversation about board member engagement and that they both agreed that we needed to more actively start cultivating it. They indicated that Marin was possibly used to more routine meetings than Napa and Lake members were. Jeri wondered if more in-person meetings would help. Mark suggested that Bruce begin communicating more to the Board during the off months. He said that a Directors Update Report should be provided in the off month meetings. Bruce agreed that there was a lot that staff was accomplishing and that letting the members know would benefit all. He said he would begin a report for distribution.

D. BrightFutures Initiative:

Racy Ming, Workforce Alliance Chief Strategist gave a brief update on the BrightFutures initiative. She said that the Alliance is embarking on a marketing push to get volunteers to register on the site. She will be sending out email registration information following the meeting to generate registrations. She asked all Executive Committee members to register and also get their friends to register as well.

ADJOURN

Adjourn:

David Zwicky adjourned the meeting at 10:38.

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