



WORKFORCE ALLIANCE
OF THE NORTH BAY
DRIVING WORKFORCE TALENT

REGIONAL WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE
MEETING MINUTES

Wednesday, February 13, 2019 9:00 AM

Locations:

Napa County: Workforce Alliance of the North Bay Offices
1546 First Street, Second Floor, Napa, CA

Lake County: 21735 Dry Creek Cut Off, Middletown, CA

Mendocino County: 25550 N. State Street, Ukiah, CA

CALL TO ORDER

- I. Napa Advisory Committee Chair, Mary Ann Mancuso, called the meeting to order at 9:04.

Members Present: Mary Ann Mancuso, Monica Rosenthal, Lene Vinding, Susan Byrne

Members Absent: Jeri Hansen

Workforce Alliance Staff Present: Executive Director, Bruce Wilson; Operations Officer, Laura Davis; Operations Analyst, Sylwia Palczewska; Fiscal Officer, Taylor Swain; Business Services Representative, Stacey Caico.

Guests: Self Sufficiency Manger, Employment Services Division, CareerPoint Napa, Teresa Brown; Regional Workforce Development Advisor with EDD North Bay, Tim Reynaga,

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

- II. Mancuso opened the Consent Calendar for discussion.
 - A. December 12, 2018 Meeting Minutes (Attachment A)

Motion made to approve December 12, 2018 meeting minutes. M/S: Monica Rosenthal / Lene Vinding

Motion carried: 3-0
Yea: 3
Nay: 0
Abstentions: Susan Byrne
Absent: Jeri Hansen
 - B. Motion made to approve the following policies recommended for approval by the Policy and Oversight Committee:
 - b. Priority of Service for Veterans and Spouses

- c. Training Expenditure Requirement
- d. Equal Opportunity Compliance Monitoring
- e. Cellular Phone Allowance

M/S: Monica Rosenthal / Susan Byrne

Motion carried: 4-0

Yea: 4

Nay: 0

Abstentions: 0

Absent: Jeri Hansen

Mancuso asked for the clarification on the Grievance and Complaint Resolution. Operations Officer Davis explained that each service provider counselor explains this policy to potential individual, who then sign the form that policy has been explained to them. It is service provider's responsibility to assist an individual to complete the form and file a complaint. Motion made to accept:

- a. Grievance and Complaint Resolution

M/S: Monica Rosenthal / Susan Byrne

Motion carried: 4-0

Yea: 4

Nay: 0

Abstentions: 0

Absent: Jeri Hansen

REGULAR CALENDAR

III. Mary Ann Mancuso opened the Regular Calendar for discussion.

A. Regional Board Nomination **(Action)**

The committee will review and consider recommendation of Amar Inalsingh for membership on the Regional Workforce Development Board

Amar Inalsingh has indicated his interest to fill a vacancy on the Regional Workforce Development Board. He currently chairs the Policy and Oversight Subcommittee.

Motion made to appoint Amar Inalsingh to the Regional Workforce Board. M/S: Lene Vinding / Monica Rosenthal

Motion carried: 4-0

Yea: 4

Nay: 0

Abstentions: 0

Absent: Jeri Hansen

B. Local Strategic Plan Modification **(Action)**

Staff will update the Executive Committee on the progress of the local and regional strategic plan update.

Executive Director Wilson explained the public is invited to comment on the two-year modification of the Local Strategic Plan, which can be found at <http://workforcealliancencorthbay.org/> and in local offices. Rosenthal commented there's a date inconsistency between the agenda and the attachment. Wilson explained the public comment period for the local plan is February 8th, 2019 to March 9th, 2019.

Motion made to formally open the local modification to the strategic plan for the 30-day public comment effective March 9, 2019. M/S: Susan Byrne / Lene Vinding

Motion carried: 4-0

Yea: 4

Nay: 0

Abstentions: 0

Absent: Jeri Hansen

C. CareerPoint Center Progress (Action)

Staff will present 2nd quarter contract progress update of American Job Centers (CareerPoint Centers). Committee will review reports and consider discussion held by Policy and Oversight Committee.

Executive Director Wilson and Fiscal Officer Swain explained fiscal and contract progress as of December 31st, 2018 for the CareerPoint Centers for all counties. The PY 2018/2019 Participant Plan, Planned versus Actual, Report containing the Adult, Dislocated Worker, and Youth program numbers was attached located on page 57 of the Agenda Packet. Programs with most concern are Dislocated Workers Fire Grant in Lake County, they planned to serve 15 customers, and nobody has been identified to be served; Youth in Lake, Marin, Mendocino, and Napa Counties are all way below planned new enrollments; Mendocino County is not meeting their Adult new enrollments. Napa and Marin are behind in meeting their dislocated worker new enrollments. The Policy and Oversight Subcommittee directed Workforce Alliance staff to forward these reports to the Executive Committee recommending corrective action plan letters be sent to each service provider who is under-performing to explain why their numbers are low and the specific steps they are taking to increase their enrollments along with a timeline for their solutions.

Motion made to request that staff compose Corrective Action Plan that targets the issue areas and report back to the Executive Board by the next meeting. M/S: Lene Vinding / Susan Byrne

Motion carried: 4-0

Yea: 4

Nay: 0

Abstentions: 0

Absent: Jeri Hansen

D. Contract Ratification and Approval (Action)

Staff will present the following contracts for ratification and approval:

1. Jim Cassio and Associates \$49,900
2. Business U \$20,000
3. Compass Policy \$20,000

Motion made to approve contracts. M/S: Monica Rosenthal / Lene Vinding

Motion carried: 4-0

Yea: 4

Nay: 0

Abstentions: 0

Absent: Jeri Hansen

INFORMATION / DISCUSSION ITEMS

IV. A. Prison 2 Employment Regional Grant Submission

North Bay Regional Planning Unit partners – Sonoma and Solano counties in coordination with WANB are applying for the Prison 2 Employment Regional Grant.

B. BrightFutures Release

The first BrightFutures Hub is opening at Vintage High School in Napa. The opening press event will be held on February 25th. Wilson invited the Napa Advisory Subcommittee to attend the event.

C. Speaker Series

There is a plan to organize a one-day conference in cooperation with Sonoma and Solano Counties for staff and partners.

Mary Ann Mancuso suggested to change the schedule for the Regional Workforce Development Board Meetings. She suggested that the Board should meet only twice a year, but the meeting should be a significant learning event with speaker guests. Lene and Monica agreed with that proposition. Wilson confirmed that there's great attendance at the retreat, which is a bigger event, while there's a struggle with maintaining quorum at the Regional Board meeting. Wilson will put that suggestion on the agenda for the next Regional Board Meeting for the Executive Board to present that recommendation.

MEMBER/DIRECTOR REPORTS

V. A. Member

Monica Rosenthal reported that the Economic Strategic Plan for Lake County has been completed and presented on December 12th to the City Council and Board of Supervisors and it's moving to the next phase of implementation.

B. Director

Wilson said that the State asked for a document that clearly outlines the rules and responsibilities for the Napa Board of Supervisors, Workforce Development Board, and Chief Local Elected Official. The document will be presented on the next Regional Board Meeting.

ADJOURN

VI. Mary Ann Mancuso adjourned the meeting at 10:40.