

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

Wednesday, March 14, 2018
9:00-10:30 AM

Location

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

Department of Health and Human Service
120 North Redwood Drive, Cedar Room
San Rafael, CA 94903



CALL TO ORDER

I.	<p>Executive Committee Chair Jeri Hansen called the meeting to order at 9:09.</p> <p>Present: Jeri Hansen, David Zwicky, Monica Rosenthal, Paul Castro, Mary Ann Mancuso</p> <p>Absent: Windi Snearly</p>
	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.	<p>A. February 14, 2018 Meeting Minutes (Attachment A)</p> <p>Chair Hansen opened the Consent Calendar for discussion. Motion made to approve Consent Calendar. M/S: Paul Castro/Mary Ann Mancuso Vote: Motion Carried 5-0 Yes: Jeri Hansen, David Zwicky, Monica Rosenthal, Paul Castro, Mary Ann Mancuso Nays: 0 Abstentions: 0 Absent: Windi Snearly</p>
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REGULAR CALENDAR

III.	<p>Chair Hansen opened the Regular Calendar for discussion.</p> <p>A. Innovation Fund Contracts (Action) Committee will consider ratification/approval of contracts with the Innovation Fund awardees for services designed to assist businesses and job seekers in Marin and Napa Counties:</p> <ul style="list-style-type: none"> a. Marin Economic Forum for \$50,000 b. Napa Health and Human Services for \$50,000 c. Napa Hospitality Industry Partnership (Fiscal Agent: Destination Napa Valley) for \$6,900 d. Marin Small Business Development Center for \$40,000 e. Napa Small Business Development Center for \$10,400
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	<p>Workforce Alliance Executive Director Bruce Wilson shared the results of the Innovation Fund Request for proposal process. Nine proposals were submitted and reviewed by a panel of three Regional Workforce Development Board (RWDB) Executive Committee members. Out of the nine proposals, six agencies were chosen.</p> <p>Motion made to ratify and approve Innovation Fund contracts. M/S: Mary Ann Mancuso/Monica Rosenthal Vote: Motion Carried 5-0 Yes: Jeri Hansen, David Zwicky, Monica Rosenthal, Paul Castro, Mary Ann Mancuso Nays: 0 Abstentions: 0 Absent: Windi Snearly</p>
	<p>B. AdaptivEdge Contract (Action) Committee will consider the ratification/approval of contract with AdaptivEdge, a deliverable-based contract that will provide the Workforce Alliance staff with the information technology infrastructure necessary to maintain its files.</p> <p>Executive Director Wilson shared with the committee the amount of the contract is for \$17,900.</p> <p>Motion made to ratify and approve AdaptivEdge contract. M/S: Paul Castro/Mary Ann Mancuso Vote: Motion Carried 5-0 Yes: Jeri Hansen, David Zwicky, Monica Rosenthal, Paul Castro, Mary Ann Mancuso Nays: 0 Abstentions: 0 Absent: Windi Snearly</p>
	<p>C. Economic Forensics Contract (Action) Committee will consider the ratification/approval of contract with Economic Forensics to conduct a portion of an economic strategic planning process for Lake County.</p> <p>Executive Director Wilson shared with the group that Economic Forensics is RWDB member, Rob Eyler’s company, which was approved by the RWDB for consulting services. In addition, Eyler is known as an expert in his field. This contract would not exceed \$30,000 and would provide the support of planning facilitation and data to the Lake County economic development planning. Moreover, it would help with understanding Lake County in its regional context and provide information to consider when developing and expanding business-related activities in the Lake County area.</p> <p>Motion made to ratify and approve the Economic Forensics contract. M/S: Paul Castro/Mary Ann Mancuso Vote: Motion Carried 5-0 Yes: Jeri Hansen, David Zwicky, Monica Rosenthal, Paul Castro, Mary Ann Mancuso Nays: 0 Abstentions: 0 Absent: Windi Snearly</p>
	<p>D. Approval of Board Applicants (Action) Committee will review and determine membership for Napa Advisory Subcommittee applicants.</p> <p>Executive Director Wilson presented applications for:</p> <p>Amar Inalsingh, CEO of the AIS Group Mark Van Gorder, North Bay Public Affairs for Pg&E Tami Pacho, Human Resource Director for Meritage Resort Myles Davis, President of Myles Davis Electric</p>

	<p>Executive Director Wilson clarified David Wayte, District Administrator for the Department of Rehabilitation, applied for membership in the RWDB and requested his application be approved and presented to the Governing Board for approval.</p> <p>Motion made to approve membership of Amar Inalsingh, Mark Van Gorder, Tami Pacho, and Myles Davis to the Napa Advisory Subcommittee and the submission of David Wayte’s RWDB application to the Governing Board for approval. M/S: Mary Ann Mancuso/Monica Rosenthal Vote: Motion Carried 5-0 Yes: Jeri Hansen, David Zwicky, Monica Rosenthal, Paul Castro, Mary Ann Mancuso Nays: 0 Abstentions: 0 Absent: Windi Snearly</p> <p>A member of the public requested an update of the Mendocino Advisory Subcommittee. Executive Director Wilson shared that Debra Dockins the Business Engagement Representative for Mendocino and Lake Counties (who is the lead staff member for recruiting for the Mendocino Advisory Subcommittee) resigned from her position and her last day is March 30. Workforce Alliance staff are currently assessing leads and connecting with RWDB and Governing Board members for assistance.</p>
	<p>E. Approval of Clifton Larsen Allen Letter (Walk-in) (Action) Committee will review the single audit report and consider approval to forward it to the State of California.</p> <p>Executive Director Wilson requested this item be moved to the Information/Discussion Items section in order to provide an update on the process. The committee agreed.</p>
INFORMATION/DISCUSSION ITEMS	
<p>IV.</p>	<p>A. Clifton Larson Allen Letter</p> <p>Executive Director Wilson stated completing a single audit report is required by the state and is due to the state on March 30. Clifton Larson Allen will deliver the report the week of March 19. This will require a special meeting of the executive committee in order to review the report. The group agreed to a special meeting upon completion of the report and before March 30.</p>
	<p>B. Performance Dashboard and Corrective Action Plans (CAP) Updates The American Job and Career Center (AJCC) performance dashboard is included in each agenda at the request of the Board. This report will be a carry-in item and will include enrollment and exit status of each of our County’s AJCCs. This month’s report will also include updates to CAPs.</p> <p>Lake and Mendocino CareerPoint Lake and Mendocino is on track to meet its contracted Adult and Dislocated Worker performance requirements.</p> <p>Redwood Community Service, the youth services provider for Lake and Mendocino counties. RCS has a CAP for Lake County. Executive Director Wilson stated RCS is making progress and is working with the Workforce Alliance staff to continue the upward trend. He also supports a potential move which would lead to a co-location with CareerPoint Lake due to the out-of-school youth customers.</p> <p>Marin CareerPoint Marin received approval from the RWDB and the Governing Board to move \$80,000 from Dislocated Worker funding to Adult. Marin’s performance requirements were changed to reflect the change in funding. Due to the increase in Adult funding, the number of required adult service enrollments were increased as Dislocated Worker enrollments were decreased. Marin’s performance has greatly improved since the last Executive Committee Meeting on February 14.</p>

	<p>Napa CareerPoint Napa is on a CAP. Napa is only required to enroll 3 participants for this program year, however, Napa has enrolled 60 new participants. Executive Director Wilson cautioned while this shows great outreach, there is concern about the number of the participants that will be carried into the next program year. Traditionally, programs carry in 20% of participants from one year to the next. There was discussion about Napa carrying in 55 participants from the previous program year. Napa WIOA Program Manager Teresa Brown explained there was a push to enroll participants towards the end of the year in order to meet performance requirements. Executive Director Wilson also presented to the committee that Napa is overspending in Dislocated Worker. Program Manager Brown explained the methodology used to determine funding usage between Adult and Dislocated Worker is inefficient and management is currently revising the process. She does not believe they are overspending in Dislocated Worker and believes this will be proven once they initiate the new process. Executive Director Wilson cautioned the committee that this is a situation that could be viewed by the state as disallowed costs and he and his staff are working with Napa to revise this process. Per the CAP, the following topics were addressed:</p> <ul style="list-style-type: none"> • Signage – CareerPoint Napa lacks signage. The committee discussed how to assist CareerPoint Napa in obtaining signage. Executive Director Wilson will connect with the County of Napa, Director of Health and Human Services Howard Himes to see how the Executive Committee and Workforce Alliance staff can assist with obtaining signage. • Marketing – The Workforce Alliance is currently training CareerPoint Napa’s One Stop Operator with current marketing tools and social media. • AJCC Phase II MOU – This has not moved forward and may not make the April 1 deadline. <p>On the Move provides youth services. It is on track to meet performance requirements.</p> <p>Committee member Mancuso requested reports include whether or not exiting clients are carry-in or new clients.</p>
	<p>C. Regional Planning Retreat</p> <p>Executive Director Wilson stated the retreat is scheduled for Thursday, April 26 and reviewed the agenda. He reviewed the Workforce Alliance goals that will be presented at the retreat. He stated the goals were established a year and half ago and much progress has been made since they were developed such as: marketing materials, tools and partnering with economic development partners.</p>
MEMBER/DIRECTOR REPORTS	
<p>V.</p>	<p>A. Member Committee members to report out on Committee work, Day at the Capitol, and AJCC Certification and more.</p> <p>Committee Member Monica Rosenthal presented on the Day at the Capitol event. She stated the group was able to meet with elected officials and discuss workforce issues and developments.</p> <p>CareerPoint Marin One Stop Operator asked if the CareerPoints would receive the AJCC Certification report before it goes to the RWDB and before the follow-up monitoring by the state. Workforce Alliance Operations Manager Laura Davis clarified the state did not give a timeline for the follow-up monitoring and it appeared to be something that would be included as part of a regular monitoring. Marin’s One Stop Operator thanked the Workforce Alliance staff for the clarification.</p> <p>B. Director</p> <p>Executive Director Wilson updated the committee on the situation in which the Employment Development Department (EDD) was intending to leave Lake County because the Workforce Alliance was removing Title 1 resources. Wilson and the Lake Advisory Subcommittee contacted EDD and were able to clarify that Title 1 resources were remaining in Lake County and therefore would be maintaining a comprehensive AJCC. The result</p>

of this conversation is that EDD will remain in Lake County. The Lake Advisory Subcommittee will send a letter to EDD to acknowledge the situation and to re-confirm the Workforce Alliance's position.

ADJOURN

VI.		<p>A. Next Meeting Location and Agenda Items</p> <p>Chair Hansen asked to adjourn the meeting at 10:35.</p> <p>Motion made to adjourn the meeting. M/S: Mary Mancuso/Paul Castro Vote: Motion Carried 5-0 Yes: Jeri Hansen, David Zwicky, Monica Rosenthal, Paul Castro, Mary Ann Mancuso Nays: 0 Abstentions: 0 Absent: Windi Snearly</p>
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