

ATTACHMENT II.A



**Marin Advisory Subcommittee
Meeting Minutes**

**Wednesday, August 28, 2019
8:00 AM**

**Marin Office of Education
1111 Las Gallinas, Board Room, San Rafael, CA 94903**

CALL TO ORDER

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| I. | <p>A. Call to Order & Introductions Chair Susan Byrne called the meeting to order at 8:11 AM.</p> <p>Members Present: Chair Suzie Byrne, Jack Buckhorn, Keith Dias, Robert Eyler, Kelley Hartman, Jason Henderson, Katheryn Horton, Ken Lippi, Jaemi Naish, Mary Ann Perrine, Bill Scott, Joanne Webster, Cecilia Zamora.</p> <p>Members Absent: Melissa Cadet, Andrea Lackey, Mary Kay Sweeney, Rick Wells.</p> <p>Workforce Alliance Staff Present: Executive Director Bruce Wilson; Operations Analyst Tamara Ochoa; Workforce Development Analyst Sylwia Palczewska.</p> <p>Guests: Marin WIOA Services Manager, Sherry Parr; One Stop Operator Cynthia Gunselman.</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

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| II. | <p>A. Approval of May 22, 2019 Meeting Minutes [Attachment II. A] Motion made to approve requested action. M/S: Katheryn Horton / Keith Dias Yea: 12-0 Nay: 0 Abstentions: Joanne Webster Absent: Melissa Cadet, Andrea Lackey, Mary Kay Sweeney, Rick Wells</p> |
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REGULAR CALENDAR

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| | <p>A. Modification to CareerPoint Marin contract for the following not to exceed amounts: (Action) Adult – \$365,719 DW – \$72,290 OSO – \$38,087</p> <p>Motion made to approve modification to CareerPoint Marin contract as requested. M/S: Joanne Webster / Keith Dias Yea: 13-0 Nay: 0 Abstentions: 0 Absent: Melissa Cadet, Andrea Lackey, Mary Kay Sweeney, Rick Wells.</p> <p>B. Modification to CareerPoint Marin Youth Services/PPS contract for a not to exceed amount of</p> |
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\$142,360 (Action)

Motion made to approve modification to CareerPoint Marin Youth Services/PPS contract as requested.

M/S: Robert Eyler / Keith Dias

Yea: 13-0

Nay: 0

Abstentions: 0

Absent: Melissa Cadet, Andrea Lackey, Mary Kay Sweeney, Rick Wells.

C. Customized Training Proposal [Attachment III.C] (Action)

CareerPoint Staff will present a new approach to training for consideration and adoption.

Shery Parr, Workforce Program Manager, CareerPoint Marin, presented WIOA budget program overview for PY 19/20.

Motion made to approve CareerPoint Marin Customized Training Proposal.

M/S: Ken Lippi / Robert Eyler

Yea: 13-0

Nay: 0

Abstentions: 0

Absent: Melissa Cadet, Andrea Lackey, Mary Kay Sweeney, Rick Wells.

D. CareerPoint Marin plan on PY 18/19 unspent Adult and DW training funds (Action)

CareerPoint Marin has unspent training funds in the estimated amount of:

Adult – \$8,887.76

DW – \$33,861.88

CareerPoint Staff will present a specific plan for spending training funds and seek approval to carry forward.

Motion made to approve requested action.

M/S: Keith Dias / Robert Eyler

Yea: 13-0

Nay: 0

Abstentions: 0

Absent: Melissa Cadet, Andrea Lackey, Mary Kay Sweeney, Rick Wells.

E. Review and accept 4th Quarter CareerPoint Marin Dashboard Report [Attachment III.E] (Action)

Motion made to approve requested action.

M/S: Cecilia Zamora / Robert Eyler

Yea: 13-0

Nay: 0

Abstentions: 0

Absent: Melissa Cadet, Andrea Lackey, Mary Kay Sweeney, Rick Wells.

F. Marin Advisory Subcommittee Vice Chair Nomination & Election (Action)

Jason Henderson volunteered as Marin Advisory Subcommittee Vice Chair.

Motion made to approve requested action.

M/S: Keith Dias / Robert Eyler

Yea: 12-0

Nay: 0

Abstentions: Jason Henderson

Absent: Melissa Cadet, Andrea Lackey, Mary Kay Sweeney, Rick Wells.

INFORMATION/DISCUSSION ITEMS

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| IV. | <p>A. February 4th Regional Workforce Development Conference All Board Members are invited to attend Regional Workforce Development Conference organized in cooperation with Sonoma and Solano Workforce Boards.</p> <p>B. Prison to Employment \$55,800 contract with Marin County Probation Department Prison to Employment grant is designed to develop or expand programs to improve employment opportunities for adults ages 18-24 who have been incarcerated in the youth or adult criminal justice system, and adults ages 25 or older, released from prison or jail within two years of enrollment.</p> |
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MEMBER/DIRECTOR REPORTS

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| V. | <p>A. Member Cecilia Zamora asked if WANB works with Census 2020 and Sherry Parr confirmed that CP Marin is working closely with Census 2020 and Hiring Events are being held at CP Marin. Jaemi Naish reported on programs and certifications at Tamalpais Adult School. Ken Lippi updated Board Members on programs at Career and College Readiness Department at Marin County Office of Education. Katheryn Horton reported on certificates offered at College of Marin. Bill Scott reported on construction programs at North Bay TIP.</p> <p>B. Director</p> <p>a. Conflict of Interest Code Revisions [Attachment V.B] As a government agency Workforce Alliance is required to have a Conflict of Interest Code. Last updates include clarification what positions are responsible for making decisions with federal money, also Mendocino County Service provider was added to the list.</p> <p>b. Board Orientation Packet online For convenience of our Board Members Board Orientation Packet was shared on our website: www.workforcealliancenorthernbay.org under Board Governance page.</p> |
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ADJOURN

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| VI. | <p>A. Adjourn Chair Suzie Byrne adjourned the meeting at 9:48 AM.</p> |
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