



## GOVERNING BOARD MEETING MINUTES

Friday, September 20, 2019  
9:00 AM

**Mendocino:** Mendocino County Planning and Building Office, Conference Room, 120 West Fir Street, Fort Bragg, CA

Mendocino County Office, Room 1010, 501 Low Gap Rd., Ukiah, CA

**Napa:** Workforce Alliance of the North Bay Office, Second Floor, 1546 First Street, Napa, CA

**Lake:** Lake County Courthouse, Conference Room B, 255 N. Forbes Street, Lakeport, CA

### CALL TO ORDER

- I. A. Welcome, Introductions, Agenda Review  
Supervisor Connolly called the meeting to order at 9:08 AM.
- Members Present: Supervisor Damon Connolly, Supervisor Dennis Rodoni, Supervisor Alfredo Pedroza, Supervisor Moke Simon, Supervisor Eddie Crandell, Supervisor John Haschak, Supervisor Dan Gjerde.
- Workforce Alliance Staff Present: Executive Director Bruce Wilson, Fiscal Officer Taylor Swain, Workforce Alliance Consultant Racy Ming, Workforce Development Analyst Sylwia Palczewska.
- Guests: CareerPoint Napa Teresa Brown, CareerPoint Marin Shery Parr, CareerPoint Marin Cynthia Gunselman.
- B. Public Comment  
No comments were made.
- C. Chair's Update – Damon Connolly  
Chair Connolly mentioned recent Job Fair held in Marin City that was organized by CareerPoint Marin. Shery Parr thanked Workforce Alliance and CHD for bringing the bus to this event. Chair Connolly presented plaques for former Governing Board Members in recognition of their service: Jim Steele of Lake County, Georganne Croskey of Mendocino County, Judy Arnold of Marin County.
- D. Executive Director's Update – Bruce Wilson
- a) Conflict of Interest Code update  
As a government agency Workforce Alliance is required to have a Conflict of Interest Code. Last updates include clarification of what positions are responsible for making decisions with federal money, also Mendocino County Service provider was added to the list.
  - b) WANB Organizational Framework update  
State Fiscal and Procurement Monitoring in 2018 requested clarification on Workforce Alliance organizational structure. WANB was asked to distinguish roles and responsibilities between Workforce Board, Governing Board, and Napa Board of Supervisors. Executive Director Wilson is looking at some possible resolutions. He anticipates holding a Special Governing Board meeting to discuss WANB organizational changes.
  - c) Regional Conference February 4, 2020  
Executive Director Wilson invited all Supervisors to attend the Regional Conference on February 4, 2020 at Double Tree Hotel, Rohnert Park.
  - d) Other  
Executive Director Wilson emphasized that Workforce Alliance can provide Labor market information reports.

### 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. A. Approve Meeting Minutes, June 21, 2019 [Attachment II.A]

Motion made to approve items on the consent calendar.

M/S: Alfredo Pedroza / Moke Simon

Motion carried: 5-0

Yea: 5

Nay: 0

Abstentions: Eddie Crandell, Dan Gjerde

Absent: Brad Wagenknecht.

## REGULAR CALENDAR

III. A. Approve Budget Amendment [Board Letter III.A] [Attachment III.A]

Fiscal Officer Taylor Swain explained that when PY 19/20 budget was approved by the Governing Board at the last meeting some of the amounts were based off estimates from the last year. The amendment consists of changes to Rapid Response, Layoff Aversion, P2E, and NCCPA grants. WANB Revenue increased \$127,020. Additional money was put towards strategy consulting, miscellaneous contracts, travel, board & staff development, audit fee, supplies, rent & leases.

Motion made to approve budget amendment.

M/S: Alfredo Pedroza / Moke Simon

Motion carried: 7-0

Yea: 7

Nay: 0

Abstentions: 0

Absent: Brad Wagenknecht.

B. Ratify Approval of Agreements [Board Letter III.B]

Motion made to ratify approval of agreements.

M/S: Dennis Rodoni / Alfredo Pedroza

Motion carried: 7-0

Yea: 7

Nay: 0

Abstentions: 0

Absent: Brad Wagenknecht.

C. Approve Phase II MOU's for all WANB CareerPoint North Bay Centers [Board Letter III.C]

Motion made as requested.

M/S: Alfredo Pedroza / Moke Simon

Motion carried: 7-0

Yea: 7

Nay: 0

Abstentions: 0

Absent: Brad Wagenknecht.

D. Accept Year end 2018/2019 Program Report [Board Letter III.D] [Attachment III.D]

Motion made as requested.

M/S: Alfredo Pedroza / Dennis Rodoni

Motion carried: 7-0

Yea: 7

Nay: 0

Abstentions: 0

Absent: Brad Wagenknecht.

E. Follow up item: consider reserves development strategy

Supervisor Pedroza declared that the Reserves Development Strategy Subcommittee will report out at the next Governing Board meeting.

#### INFORMATION / DISCUSSION ITEMS

- IV. A. Potential training framework and opportunities. Invited guest Ryan Williams.  
Condensed Curriculum International offers turnkey workforce program partnership to help closing skills gap by providing online programs.

#### MEMBER / DIRECTOR REPORTS

- V. A. Members  
Any member may report out on economic & workforce development related activities and/or opportunities.

#### ADJOURN

- VI. A. Next Meeting and Agenda Items  
Next meeting is on December 20.  
Chair Connolly adjourned the meeting at 10:19 AM.