



WORKFORCE ALLIANCE
OF THE NORTH BAY
DRIVING WORKFORCE TALENT

REGIONAL WORKFORCE DEVELOPMENT BOARD MEETING MINUTES

Thursday, June 13, 2019
10:00 - 2:00

Sonoma State University
1801 E Cotati Ave, Rohnert Park, CA 94928

CALL TO ORDER

I. A. Welcome, Introductions, Agenda Review

Chair Jeri Hansen called the meeting to order at 10:15 AM. She welcomed the Regional Workforce Development Board Members as well as Members of the Governing Board and Local Advisory Subcommittees to the Sonoma State University.

In Presence:

Regional Workforce Development Board Members: Chair Jeri Hansen, Marin Advisory Subcommittee Chair Susan Byrne, Policy & Oversight Subcommittee Chair Amar Inalsingh, Mendocino Advisory Subcommittee Chair Lene Vinding, Kelley Hartman, Paul Hicks, Maureen Mulheren, Joanne Webster, David Wayte, Paul Castro, Frank Cuneo, Ken Lippi, Bill Scott.

Governing Board Members: Dennis Rodoni, Dan Gjerde, Eddie Crandell.

Lake Advisory Subcommittee Members: Kelly Cox, Judith Kanavle, Susan Parker, Margaret Silveira, Rebecca Southwick.

Marin Advisory Subcommittee Members: Jack Buckhorn, Keith Dias, Katheryn Horton, Mary Ann Perrine, Mary Kay Sweeney.

Mendocino Advisory Subcommittee Members: Megan Barber-Allende, Jesse Damian, William Feather, Heather Gurewitz, Pamela Jensen.

Napa Advisory Subcommittee Members: Dianna Chiabotti, Geovanni Flores, Mark Leonardi, G Anthony Phillips, Elena Toscano.

Workforce Alliance Staff: Executive Director Bruce Wilson, Fiscal Officer Tylor Swain, Operations Officer Laura Davis, Workforce Development Analyst Sylwia Palczewska.

Guests: David Tam WSB Cluster Manager, EDD, Tami Mee Workforce Development Coordinator, Mendocino County Office of Education, Madonna Feather-Cruz Program Coordinator, Disability Services & Legal Center.

Presenters: Cristine Bosworth Co-founder & CEO BusienessU, Celina Shands Co-founder BusienessU, Jim Cassio Project Manager, Workforce Alliance of the North Bay.

B. Public Comment: No public comments.

C. Chair Update – Jeri Hansen

Chair Hansen reminded everyone that the Executive Committee approved the change to the Regional Workforce Development Board schedule for the 2019 year. Instead of quarterly meetings, there are only two meetings a year with the board development training.

D. Executive Director Update – Bruce Wilson

Executive Director Wilson thanked everyone for coming to the Sonoma State University for the meeting. He said that the agenda was put together to be responsive to several of comments that he has heard from the board members. He underscored that the Workforce Alliance is still relatively new organization and the staff keeps working on improvements.

Fiscal Officer Swain reported that total allocations for the Workforce Alliance of the North Bay dropped by 8%. Per our Joint Powers Authority formation documents, the Alliance allocates funds to each county based on the formulas provided by the State of California. Napa County’s allocations for Adult and Youth dropped by almost half, while Dislocated Worker only dropped by 4%. Our regional advisor stated that these are based on economic indicators and Napa’s allocation was reduced due to their economy doing better in relation to other areas.

C O N S E N T C A L E N D A R

These matters typically include routine financial or administrative **action items** requiring a vote.
Any item will be discussed separately at the request of any member. Items are approved with one single motion.

- II. A. October 11, 2018 Meeting Minutes [Attachment II.A]
- B. Ratify WANB Agreements [Board Letter II.B]
- C. Ratify Appointment of Advisory Subcommittee Nominations (Lake, Marin, Mendocino and Napa) [Board Letter II.C, Attachment II.C]
- ~~D. Approve Memorandum of Understanding (MOU) with Napa County Board of Supervisors and Governing Board outlining structure and responsibilities [Board Letter II.D, Attachment II.D]~~
- E. Ratify / Approve WANB Policies [Board Letter II.E]
- F. Ratify / Accept 2018-19 Program Reports [Board Letter II.F, Attachment II.F]
- G. 2019 Meeting Schedule [Attachment II.G]
- H. Approve P2E Regional Grant Proposal Application [Board Letter II.H]
- I. Approve Local and Regional Workforce Development Plan Update [Board Letter II.I]
- J. Transfer of funds from Dislocated Worker to Adult [Board Letter II.J, Attachment II.J.]
- K. CareerPoint North Bay Memorandums of Understanding [Board Letter II.K]

Kelly Cox recalled that he was attending the Regional Board Meeting on October 11, 2018 and his name was not listed on the meeting minutes. Corrections will be made accordingly.

Motion made to approve the consent calendar items with the amendment.

M/S: Paul Castro/Paul Hicks

Abstentions: Maureen Mulheren (not present at the October 11, 2018 meeting)

Passed unanimously

I N F O R M A T I O N / D I S C U S S I O N I T E M S

- III. A. Workforce Alliance of the North Bay – (Bruce Wilson)
 - 1. Who We Are
 - 2. What We Do
 - 3. How We Do It
 - 4. Why We Do It

B. State of the Workforce – (Jim Cassio)

Project Manager Jim Cassio presented current regional economy and workforce overview. He focused on middle skill careers and showed that occupations that require an associate degree will grow by 12% through 2019 – faster than the average growth for all occupations. He stressed that although unemployment rates look good in our region, they ignore individuals who are long-term unemployed and those who are discouraged and no longer looking for work. Also, part-time workers are counted as employed in statistics. Finally, Jim showed industry targets in our region, that

presents as follows: Marin County: Biotechnology, Health Care, Applied Business Technology, Agriculture & Tourism; Lake County: Agriculture, Construction, Health Care, Tourism; Mendocino County: Agriculture, Construction, Manufacturing, Tourism; Napa County: Wine Industry, Tourism, Winery Supply Chain.

C. Board Development: Beyond the Mandate – Board Innovation (Dr. Christine Bosworth & Celina Shands)

Your community and region expect that the WANB Board fulfil its fiduciary responsibility to develop a skilled workforce that aligns with the needs of industry to drive economic growth—this cannot be accomplished without you. It takes strategic thinking and doing as a board member to exercise the decision-making power given to you to accomplish the board’s innovative vision and its mandate.

REGULAR CALENDAR

IV. A. Board Chair and Vice Chair Nominations & Election

Executive Director Wilson announced that there were two nominations for the Chair of the Regional Workforce Development Board for Jeri Hansen and Maureen Mulheren and one nomination for the Vice Chair for Lene Vinding. Lene Vinding did not accept the nomination as she is a Mendocino Advisory Subcommittee Chair. Amar Inalsingh nominated Maureen Mulheren as a Vice Chair to the Regional Workforce Development Board. Jeri Hansen accepted her nomination as the Chair and Maureen Mulheren accepted her nomination as the Vice Chair.

Motion Made to approve Jeri Hansen as a Chair of the Regional Workforce Development Board.

M/S: Frank Cuneo/ Susan Byrne

Passed unanimously

Motion Made to approve Maureen Mulheren as a Vice Chair of the Regional Workforce Development Board.

M/S: Amar Inalsingh/ Paul Hicks

Passed unanimously

B. Renew Board Member Applications

Executive Director Wilson said there are 14 board members who were appointed on 6.21.2016 for a 3-year term. He thanked them for their engagement and asked if there’s anybody who want to resign. As none of the board members said they want to resign, Wilson instructed board members how to fill a renewal application. Chair Hansen stressed that each of the board members should take their time and engage in the Workforce Alliance activities and its mission.

MEMBER REPORTS

V. A. Member

Paul Hicks reported about programs that are offered by the Napa Valley Adult Education. His attention was focused on Spanish lessons offered for businesses, especially for the managers. Hicks also mentioned CalSavers program offered by the State Treasurer's Office. He recommended the audience to learn more about the program and its benefits.

Frank Cuneo gave brief announcement on AB 111 program that provides funds for employment for people with barriers. Frank announced that NB TIP will be working together with Workforce Alliance of the North Bay on this initiative.

ADJOURN

VI. Executive Director Wilson and Chair Hansen encouraged board members to report to the staff topics they would like more deeply explore and discuss at the next Regional Workforce Development Board meeting.

Next Meeting – December 12, 2019

Chair Hansen and Vice Chair Mulheren adjourned the meeting at 1:59 PM.