



Marin Advisory Subcommittee Meeting Minutes

**Wednesday, May 22, 2019
8:00 AM**

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

CALL TO ORDER

I.	<p>A. Call to Order & Introductions Chair Susan Byrne called the meeting to order at 8:10 AM.</p> <p>Members Present: Jack Buckhorn, Suzie Byrne, Melissa Cadet, Keith Dias, Robert Eyler, Kelley Hartman, Jason Henderson, Katheryn Horton, Ken Lippi, Mary Ann Perrine, Bill Scott, Hunter Stern, Mary Kay Sweeney, Cecilia Zamora.</p> <p>Members Absent: Matt Egan, Andrea Lackey, Joanne Webster, Rick Wells.</p> <p>Workforce Alliance Staff Present: Executive Director, Bruce Wilson; Business Outreach Dan Daniels; Operations Analyst Tamara Ochoa.</p> <p>Guests: Marin WIOA Services Manager, Sherry Parr; Caran Cuneo, Kristen Lawson.</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

II.	<p>A. Approval of September 19, 2018 & December 19, 2018 Meeting Minutes [Attachment II. A]</p> <p>Motion made to approve meeting minutes for September 19, 2018 & December 19, 2018 meetings. M/S: Jack Buckhorn / Melissa Cadet Yea: 10-0 Nay: 0 Abstentions: Kelley Hartman, Katheryn Horton, Bill Scott, Hunter Stern (did not attend September 19, 2018 meeting) Absent: Matt Egan, Andrea Lackey, Joanne Webster, Rick Wells.</p> <p>B. Accept Workforce Alliance of the North Bay Master Meeting Calendar 2019 for Marin Advisory Subcommittee [Attachment II.B]</p> <p>Motion made to accept Workforce Alliance of the North Bay Master Meeting Calendar 2019 M/S: Hunter Stern / Jack Buckhorn Yea: 14-0 Nay: 0 Abstentions: 0 Absent: Matt Egan, Andrea Lackey, Joanne Webster, Rick Wells.</p>
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REGULAR CALENDAR

<p>III.</p>	<p>A. Ratify appointment to the Workforce Alliance Marin Advisory Committee [Attachment III.A] (Action):</p> <ul style="list-style-type: none"> a. Katheryn Horton b. Jaemi Naish <p>Motion made to accept new Marin Advisory Committee members M/S: Jack Buckhorn / Melissa Cadet Yea: 13-0 Nay: 0 Abstentions: Katheryn Horton Absent: Matt Egan, Andrea Lackey, Joanne Webster, Rick Wells.</p> <p>B. Accept nominations/requests for appointment to the Regional Workforce Development Board in the following categories: (Action)</p> <ul style="list-style-type: none"> a. Business b. Post-Secondary Education <p>There was no nomination.</p> <p>C. Review and Accept 3rd Quarter CareerPoint Dashboard Report (Action)</p> <ul style="list-style-type: none"> a. Program operators will have the opportunity to highlight challenges and successes of their respective programs. <p>Executive Director Wilson presented 3rd Quarter CareerPoint Marin Dashboard Report. He pointed out that there are some concerns with spending training money. State requires that 30% of allocated dislocated worker and adult funds are spent for training (tuition, books, supplies, etc), of which 10% can be leveraged. He said it will need to work with CareerPoint Marin to see how we will be able to come up with ways to spend the training funds in Marin. Other options for spending training dollars include but are not limited to moving them to another County within the region that might need them or to buy training slots at start of the year and use the CareerPoint infrastructure to recruit, enroll and case manage participants for those programs. Jack Buckhorn conveyed that it is hard to see these training funds go unspent, when he knows they are necessary. He would like to see a proposal from CareerPoint staff that assures the committee that we can spend the funds. Everyone agreed.</p> <p>Motion made to accept 3rd Quarter CareerPoint Dashboard Report M/S: Melissa Cadet / Mary Kay Sweeney Yea: 14-0 Nay: 0 Abstentions: 0 Absent: Matt Egan, Andrea Lackey, Joanne Webster, Rick Wells.</p> <p>D. Approval in concept of CareerPoint Partners MOU with the Workforce Alliance of the North Bay Workforce board (Action)</p> <p>Motion made to approve in concept of CareerPoint Partners MOU with the Workforce Alliance of the North Bay Workforce Development Board M/S: Jack Buckhorn / Hunter Stern Yea: 14-0 Nay: 0 Abstentions: 0 Absent: Matt Egan, Andrea Lackey, Joanne Webster, Rick Wells.</p>
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IV.	<p>A. Board Development Training At the direction of the Workforce Alliance Executive Committee, staff has invested considerable attention to board member development. Staff will review training outline with members and seek input. [Attachment IV.A]</p> <p>Executive Director Wilson is in process of preparing materials for the board member orientation binders. Binders will be distributed at the Regional Workforce Development Board meeting on June 13. Board members expressed their interest and excitement.</p> <p>B. Regional Workforce Development Board Logistics Staff will update board members on upcoming regional board meeting and logistics.</p> <p>Regional Workforce Development Board will be meeting only two times a year. All Advisory Subcommittee members are invited to join the Regional Workforce Development Board meeting on June 13, at the Sonoma State University. Calendar invites were sent to all members, details with directions, instructions where to park, and the campus map will be sent 2 weeks before the meeting.</p> <p>C. P2E Program (Update) Committee will hear an update of how the State's P2E initiative is being implemented. Staff will seek input on opportunities.</p> <p>Executive Director Wilson reported that as a region WANB received only 40% of requested money. The money was divided based on those on parole in each county. Wilson is looking forward to working with the Probation Department.</p>
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MEMBER / DIRECTOR REPORTS

V.	<p>A. Member B. Director</p> <p>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. Marin County got cut by 6.3%. Our regional advisor stated that these are based on economic indicators and Marin County's allocation was reduced based on a formula that includes economic indicators.</p>
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ADJOURN

VI.	<p>A. Future Agenda Items</p> <p>Chair Byrne adjourned the meeting at 9:35.</p>
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