



**GOVERNING BOARD SPECIAL MEETING
AGENDA**

**Thursday, July 16, 2020
2:00 PM**

**WANB Administrative Office
1546 First Street, Second Floor, Napa
Call-in number: +1 669 900 9128, Meeting ID: 921 2008 1119
Password: 715784**

CALL TO ORDER	
I.	<ul style="list-style-type: none"> A. Welcome, Introductions B. Public Comment C. Chair’s Update – Damon Connolly
CONSENT CALENDAR	
<p>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.</p>	
II.	A. None
REGULAR CALENDAR	
III.	A. Appointment of Executive Director to the Workforce Alliance of the North Bay - The Governing Board will consider appointment of Bruce Wilson to the position of Executive Director. (Action) [Board letter III.A]
INFORMATION / DISCUSSION ITEMS	
IV.	A. None
ADJOURN	
V.	A. Adjourn

BOARD LETTER III.A



TO: GOVERNING BOARD
FROM: STAFF
SUBJECT: BOARD LETTER III.A – APPOINTMENT OF WANB EXECUTIVE DIRECTOR
DATE: JULY 16, 2020
CC: FILE

Paragraph 16, Staffing of the Agency states:

- (1) *The Governing Board of the Agency shall appoint an Executive Director who shall be responsible for the administration of the Agency. The Executive Director shall have the ability to hire/or contract other necessary staff in consultation with the WDB and with the approval of the Agency's governing Board. The Director shall be the designated officer who shall file an official bond pursuant to Government Code Section 6505.1.*
- (2) *Initially the Agency will designate Napa County to provide staffing for the Agency's Executive Director and will enter into a contract with Napa County Health and Human Services Agency, which will set forth the job responsibilities and duties of the Executive Director.*

On December 10th, 2019 the Workforce Alliance of the North Bay, received a letter from the County of Napa Board of Supervisors notifying the Agency that they have chosen “***to terminate for convenience the Agreement pursuant to Section 10 [Agreement] effective June 30, 2020***”. The letter further notes that “***Napa County is committed to working with the Agency and other member counties toward a smooth transition***, and looks forward to a continued partnership as a member of WANB and its efforts to bring career pathways, upward mobility and economic self-sufficiency to all the communities it serves”.

On December 20th, 2019, your Board voted to accept the Napa letter terminating the Agreement.

Paragraph 10 - Powers/ Responsibilities of the Agency exercised by the Governing Board of the JPA, states that the “Agency shall have the power to exercise any power common to all Member Counties authorized by Chapter 5 of Division 7 of Title 1 of the Government Code of the State of California (commencing with section 6500) and is hereby authorized to do all acts necessary for the exercise of these common powers, including...:

- (3) **Employ agents, employees, consultants, advisors, independent contractors and other staff;**
- (4) **Make and enter into contracts, including contracts with public and private organizations and individuals;”**

BOARD LETTER III.A

In March 2020, the Governing Board, after considerable deliberation, convened a subcommittee of the Board to engage with Bruce Wilson, the current director of the Workforce Alliance of the North Bay (via contract with the Napa County Board of Supervisors) to explore the possibility of having him leave current employment with the County of Napa and work for the WANB directly as the Executive Director. In turn, the full Governing Board met with the subcommittee on June 19th to discuss the conditions of hire for the Executive Director.

Today's action, if approved will conclude discussions and formally appoint Bruce Wilson as WANB's staff Executive Director at the following rate:

Salary: \$149,328

Benefit Package: \$67,198 (45%)

Vehicle Allowance: \$575 monthly

Cell/Data Plan Allowance: \$130 monthly

RECOMMENDATION

- 1) Appoint Bruce Wilson as staff Executive Director of the Workforce Alliance of the North Bay and empower the Chair to sign any necessary documents, agreements, and forms required for staff hire and onboarding.
- 2) Direct Executive Director to take immediate steps to transition WANB to employer of record of future subordinate staff including but not limited to payroll systems, personnel policies, recruitment, hiring, training, and evaluation.