



**MEETING MINUTES**  
**GOVERNING BOARD**  
**AND**  
**REGIONAL WORKFORCE DEVELOPMENT BOARD**  
**AMENDED RETREAT AGENDA**

**Thursday, April 26, 2018**  
**8:15 AM to 5:00 PM**

**EMBASSY SUITES HOTEL NAPA VALLEY**  
**SAUVIGNON ROOM**  
**1075 CALIFORNIA BLVD.**

**MORNING SESSION: GOVERNING BOARD & EXECUTIVE COMMITTEE**

**A. Welcome and Introductions**

Workforce Alliance Executive Director Bruce Wilson welcomed members to the retreat and introduced the retreat's facilitator, John Baker. John Baker served as the Deputy Director of the California Workforce Association, Director of the Contra Costa County Workforce Investment Board and as a Project Officer for the Department of Labor in San Francisco, CA. At present Baker provides consulting services nationally. In addition, Regional Workforce Development Board (RWDB) member Rob Eyler was invited to the morning session. As an expert in the field of economics, he was asked to speak to regional economic and workforce trends.

Governing Board President Damon Connolly welcomed members and commenced the retreat at 8:30.

Governing Board members present: President Damon Connolly, Moke Simon, Dan Gjerde, Brad Wagenknecht and Alfredo Pedroza

Governing Board members absent: Jim Steele, Judy Arnold and Georgeanne Croskey

Executive Committee members present: Vice-chair David Zwicky, Monica Rosenthal, Windi Snearly, Paul Castro and Mary Ann Mancuso

Executive Committee members absent: Chair Jeri Hansen

**INFORMATION/DISCUSSION ITEMS**

- A. Overview of the Morning and Anticipations
- B. Roles and Responsibilities of the Governing Board
- C. Key Issues We Want Addressed by the Regional Workforce Development Board
- D. Meeting Calendar Aligned with Work
- E. Communication Among Members of the Governing Board and with the Regional Workforce Development Board

Please see the attached documents, "Governing Board Planning Session Outcomes" and "Regional WDB Planning Session Outcomes", which provide points of discussion and areas of focused efforts moving forward.

**GOVERNING BOARD BUSINESS MEETING**

**CONSENT CALENDAR**

Consent Calendar items 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.

President Connolly opened the Consent Calendar for discussion at 11:35. Connolly noted item A, Public Comment should be a stand-alone item. He then asked for public comment. No public comment was made.

- A. Public Comment: None

- B. 2018-2019 Contracts (Attachment I - Board Letter)
- C. Approval of Regional Board Members (Attachment II - Board Letter)
- D. Accept Single Audit Report from Clifton Larson Allen (Attachment III - Board Letter)
- E. AJCC Certification (Attachment IV – Board Letter)

Motion made to approve Consent Calendar items B through E. M/S: Alfredo Pedroza/Brad Wagenknecht

Motion carried: 10-0

Yes: Damon Connolly, Moke Simon, Dan Gjerde, Brad Wagenknecht, Alfredo Pedroza, David Zwicky, Monica Rosenthal, Windi Snearly, Paul Castro and Mary Ann Mancuso

No: 0

Abstentions: 0

Absent: Jim Steele, Judy Arnold, Georgeanne Croskey, and Jeri Hansen

## LUNCHEON

12:00 – 1:00

## AFTERNOON SESSION: REGIONAL BOARD

### A. Welcome and Introductions

Wilson welcomed the RWDB members to the retreat and introduced facilitator Baker and Governing Board President Damon Connolly. President Connolly provided a summary of the morning session. Facilitator Baker commenced the afternoon session with a request to members to introduce themselves.

RWDB members present: David Zwicky, Monica Rosenthal, Windi Snearly, Paul Castro, Mary Ann Mancuso, Suzie Byrne, Kelley Hartman, Cecilia Zamora, Paul Hicks, Rob Eyler, Cathy Balach, Tony Castillo, Ken Lippi, Hunter Stern, and Emilia Bartolomeu.

## INFORMATION/DISCUSSION ITEMS

- A. Board Member Anticipations
- B. Review of the Board Direction & Goals Set by Governing Board
- C. Roles, Responsibilities and Parameters of the Regional Board
- D. Discussion of Work Plan for the Coming Year
  - i. Selection of Committees
  - ii. Board Agendas
  - iii. Calendar and Timelines
  - iv. Reflection of the Afternoon

Please see the attached documents, “Governing Board Planning Session Outcomes” and “Regional WDB Planning Session Outcomes”, which provide points of discussion and areas of focused efforts moving forward.

## ADJOURN

Connolly and Wilson brought the retreat to a close at 4:45