



WORKFORCE ALLIANCE
OF THE NORTH BAY
DRIVING WORKFORCE TALENT

**REGIONAL WORKFORCE DEVELOPMENT BOARD
POLICY AND OVERSIGHT COMMITTEE
MEETING MINUTES**

**Tuesday, April 2, 2019
3:00 PM**

Locations:

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

Mendocino County: 175 E. Church St. Ukiah, CA

Other: 3835 N. Freeway Blvd
Sacramento, CA

CALL TO ORDER

- I. A. Introductions
Chair Amar Inalsingh called the meeting to order at 3:08. Heather Gurewitz, Paul Castro, Bruce Wilson, Taylor Swain in attendance.
B. Public Comment – None.

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. February 13, 2019 Meeting Minutes
Chair Inalsingh confirmed that members reviewed the minutes.
Motion to approve the Minutes: Paul Castro
Second: Heather Gurewitz
Passed unanimously.

REGULAR CALENDAR

- III. A. Review and approve Workforce Alliance of the North Bay's policies. (Attachment B) **(Action)**
Chair Inalsingh decided to review policies one by one and asked staff to provide context and purpose to each policy. Bruce Wilson reviewed each policy with the committee. Taylor Swain provided additional context for the Debt Collection and Sub Recipient Audit Resolution policies. The committee approved the policies as presented as follows:
1. Debt Collection
Motion to approve: Heather
Second: Paul
Passed unanimously.
 2. Property – Purchasing, Inventory, and Disposal
Motion to approve: Paul
Second: Heather
Passed unanimously.
 3. Oversight and Monitoring
Motion to approve: Heather
Second: Paul
Passed unanimously.

- 4. Selective Service
Motion to approve: Paul
Second: Heather
Passed unanimously.

- 5. Subrecipient Audit Resolution
Motion to approve: Heather
Second: Paul
Passed unanimously.

INFORMATION / DISCUSSION ITEMS

- IV. A. Review 2018-19 February Performance Reports.
Bruce directed the committees attention to the attached provider reports. Committee expressed concern regarding enrollments and lack of positive exits in general for each of the areas. Bruce shared their concern. Committee directed Bruce to work with the Executive Committee to have the providers report back on corrective actions they will take to meet performance goals in a more substantive way.
- B. Corrective Action Plan update.
Bruce said that he is working with Executive Committee on Corrective Action letters. He stressed that the letters simply call out the area of concern for the board and ask that the contractors report back to the board on actions that they will take to improve. Ultimately the board will need to determine whether continuous improvement is occurring and whether they are satisfied.

MEMBER / DIRECTOR REPORTS

- V. A. Member - None
- B. Director – None

ADJOURN

- VI. A. Next meeting Tuesday, June 4, 2019
Motion to approve: Heather
Second: Paul
Passed unanimously.