



REGIONAL WORKFORCE DEVELOPMENT BOARD MEETING AMENDED AGENDA

Thursday, March 11, 2021

10:00 AM – 2:00 PM

2550 N. State Street, Ste.3

Ukiah, CA 95482

Call-in number: +1 669 900 9128, Meeting ID: 946 9325 0824 Password: 610841

CALL TO ORDER

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| I. | <ul style="list-style-type: none"> A. Welcome, Introductions, Agenda Review B. Public Comment C. Chair Update – Jeri Hansen D. Members Update E. Executive Director Update – Bruce Wilson <ul style="list-style-type: none"> 1. Form 700 deadline April 1st, 2021 2. Workforce Accelerator Grant 9.0 3. State Program and Fiscal Monitoring |
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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 member. Items are approved with one single motion.

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| II. | <ul style="list-style-type: none"> A. Approval of December 10, 2020 Meeting Minutes [Attachment II.A] B. Ratification of Advisory Board Member [Board Letter II.B] [Attachment II.B] |
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REGULAR CALENDAR / DISCUSSION

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| III. | <ul style="list-style-type: none"> A. BrightFutures Career Speaker Series – Staff will highlight an exciting new partner based initiative designed to share career insights with students and education professionals. (Information) B. Regional Career Fair – Staff will provide an overview of the April 8th Regional Career Fair in partnership with Sonoma County and seek board input and assistance in outreach and engagement. The new Virtual Premier job fair platform will be highlighted. (Information) C. WIOA Career Service Provider and One Stop Operator Selection – Staff will present the results of the recently completed One Stop Operator and Career Service Provider Procurement process that was designed to identify providers of services for each of the WANB Counties and each of our formula allocated programs. Staff seeks formal direction for next steps including contract negotiation and possible contract execution with selected providers of WIOA services. (Action) D. Regional and Local Strategic Plan – Staff will provide an update on the progress of the Regional and Local Strategic Plan development. Requested action: Formally open the Regional Strategic Plan for 30-day public comment effective March 15, 2021 and formally open the Local Strategic Plan for 30-day public comment effective April 5, 2021. (Action) E. Board and Stakeholder Communications – Staff will facilitate a discussion and ask for board member feedback on a communication preferences and strategies. Staff will seek to incorporate feedback and direction into staff practices as is possible. (Discussion) (Possible Action) |
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ADJOURN

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| IV. | A. Adjourn |
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ATTACHMENT II.A

REGIONAL WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES

Thursday, December 10, 2020

10:00 AM – 12:00 PM

WANB Administrative Office

1546 First Street, Second Floor, Napa

Call-in number: +1 669 900 9128, Meeting ID: 964 1752 7421 Password: 504408



CALL TO ORDER

- I. A. Welcome, Introductions, Agenda Review
Chair Hansen called the meeting to order at 10:03 AM.

Present: Chair Jeri Hansen, Susan Byrne, David Tam, Lene Vinding, Paul Hicks, Robert Eycler, Annette Lee, Christy Smith, Paul Castro, Frank Cuneo, Ken Lippi, Geovanni Flores, Mo Mulheren, Amar Inalsingh, Vin Smith, David Wayte, Cecilia Zamora, Keith Dias, Liz Sheehan.

WANB Staff: Executive Director Bruce Wilson, Tylor Swain, Laura Davis, Stacey Caico, Sylwia Palczewska, Doug Orlando.
- B. Public Comment
None.
- C. Chair Update – Jeri Hansen
- D. Members Update
- E. Executive Director Update – Bruce Wilson
 - 1. Staffing Update
 - 2. Request for Proposals for WIOA services
 - 3. EARN Network
 - 4. 501c3 information
 - 5. Social Media - 100% Board Participation Goal

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 member. Items are approved with one single motion.

- II. A. Approval of June 11, 2020 Meeting Minutes [Attachment II.A]
 - B. Ratify WANB Agreements [Board Letter II.B]
 - C. Ratify / Approve Appointment of Subcommittee Members [Board Letter II.C] [Attachment II.C]
 - D. Master Meeting Calendar [Attachment II.D]
- Motion made to approve consent calendar.
M/S: Rob Eycler / David Wayte
Abstentions: Keith Dias, Liz Sheehan, Vin Smith.
Passed unanimously.

REGULAR CALENDAR / DISCUSSION

III.	<p>A. Ratify / Accept PY20/21 1st Quarter Program Reports (Action) [Board Letter III.A] [Attachment III.A]</p> <p>Motion made to accept PY 20/21 1st Quarter Program Reports. M/S: Frank Cuneo / Amar Inalsingh Abstentions: 0 Passed unanimously.</p> <p>B. Training Obligations Report [Board Letter III.B] [Attachment III.B]</p> <p>C. EMSI Presentation [Board Letter III.C]</p> <p>D. Board Chair and Vice Chair Nominations & Election (Action) [Board Letter III.D] [Attachment III.D]</p> <p>Motion made to accept the following nominations: Jeri Hansen as Chair and Lene Vinding as Vice Chair. M/S: Amar Inalsingh / Rob Eyler Abstentions: 0 Passed unanimously.</p>
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A D J O U R N

IV.	<p>A. Adjourn The meeting was adjourned at 11:45 AM.</p>
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BOARD LETTER II.B



TO: REGIONAL WORKFORCE DEVELOPMENT BOARD
FROM: STAFF
SUBJECT: BOARD LETTER II.B- RATIFY APPOINTMENT OF SUBCOMMITTEE MEMBER
DATE: MARCH 11, 2021
CC: FILE

BACKGROUND

The Workforce Alliance Regional Workforce Development Board (RWDB) is a legislatively mandated business led board. In partnership with the Workforce Alliance Governing Board, the RWDB oversees Lake, Marin, Mendocino and Napa Counties' workforce development activities and establishes programs in response to the workforce needs of those communities. It is the region's only organization that has workforce development as its sole purpose and function.

In accordance with Section 18, item e of the Joint Powers Agreement, signed by each member county's board of supervisors, there will be four standing subcommittees:

1. Lake County
2. Marin County
3. Mendocino County
4. Napa County

The following individual submitted application for membership to Napa Advisory Subcommittee:

County Subcommittee	Name	Title
Napa	Cynthia Kasten	HR Consultant

SAFF RECOMMENDATION

Approve Cynthia Kasten for appointment to the Napa Advisory Subcommittee.



WORKFORCE ALLIANCE OF THE NORTH BAY

DRIVING WORKFORCE TALENT

Application for Regional and/or Local Advisory Subcommittee Membership

In accordance with the Workforce Innovation and Opportunity Act of 2014 (WIOA), the Workforce Alliance of the North Bay (WANB) Governing Board has established a Regional Workforce Development Board (WDB) for Napa, Marin, Lake and Mendocino counties which sets policy for and provides oversight of workforce development programs in the four counties. Workforce Development Board members are appointed by the Governing Board to represent specified sectors of the community as listed in Section IV below. The county advisory subcommittees were created to make recommendations to the full WDB that specifically pertain to their respective county's employers and their workforce. There is a sub committee for each of the WANB counties.

Individuals interested in serving on the WDB or workforce committee must complete and submit this application for appointment. This application and the related Nomination Form(s), if any, may be subject to public disclosure.

Please check the appropriate box:

- Regional Workforce Development Board (WDB) Membership
- Advisory Subcommittee for _____ county Membership
- Renew Membership (if your information hasn't changed please fill out only Section I. and sign the form)
- Update Information

Section I. Personal Information

First Name: Cynthia Last Name: Kasten M.I.: B.



Section II. County / Location

Provide the county in which your residence, business or organization is located: Napa

Section III. Occupational Information

Industry Sector: Self employed Human Resources Consulting
 Occupation / Title: Consultant
 Employer: Self

Employer Address: *See above.*

City: State: Zip:

Employer Phone:

Section IV. Eligibility Certification

Indicate below each membership category for which you are applying. You may mark more than one category but must certify your qualifications for each category for which you are applying. A completed Nomination Form must accompany applications for Business Member, Labor Organization, Adult Education and Literacy and/or Higher Education from an appropriate nominating organization.

Business Member (Do you represent a "small business" as defined by the U.S. Small Business Administration? Y N)
Name of Business:

Labor Organization
Name of Organization:

Joint Labor-Management Apprentice Program
Name of Organization:

Community-based Organization
Name of Organization: *Salvation Army Napa Corps*

Adult Education and Literacy
Name of Provider:

Higher Education
Name of Institution:

Economic and Community Development
Name of Entity:

State Employment Office

Vocational Rehab
Name of Program:

Section V.

Describe how your participation on the WDB would advance Workforce Development programs.

See attached.

Question:

Describe how your participation on the WOB would advance Workforce Development programs.

Answer:

As a long-time resident of Napa County and an employee of the City of Napa, I've been involved and interested in the progress of our community. Working as the Personnel Director for the City of Napa for more than 20 years gave me opportunities to be involved with numerous outreach programs in the Valley including the Private Industry Council (former WIB), as well as the Napa Valley Personnel Association and the regional Employer Advisory Council (through the Employment Development Department). I also worked jointly on vocational and employment task forces to provide opportunities for jobs.

Since retiring from the City in 2011, I have continued to work for Cities and Counties in the area as an Interim Personnel/Human Resources Administrator when they need assistance during a vacancy. In addition, I have consulted on numerous human resources projects and as an Expert Witness in defense of employment cases.

More recently, I have participated on several non-profit Advisory Boards such as CAN-V and the Salvation Army Board. In addition, I have taught college courses related to Human Resources through Chapman University.

As a current member of the Salvation Army Advisory Board in Napa, I have used my background to assist with programs to provide a hand up to those less fortunate in our community. They are doing great work to provide a Culinary Academy that lead to jobs in the area.

I hope to continue providing program assistance that supports a better community for all.

Please be advised that members of the Workforce Development Board:

- **May be required to take an Oath of Office.**
- **Must comply with the County's Ethics Ordinance.**
- **Must participate in State-mandated ethics training.**
- **Must disclose financial interests as required by the County Code (Form 700).**
- **Must report any conflicts of interest as required by the County Code.**

I hereby certify that all statements in this Application are true and complete to the best of my knowledge and execute this Application under penalty of perjury. I further certify that if I am appointed, I will serve fairly, impartially, and to the best of my ability.

Cynthia Kasten

11-5-20

Signature

Date

Send completed applications to:

Workforce Alliance of the North Bay
1546 First Street
Napa, CA 94559

or email to:

boardadmin@workforcealliancencorthbay.org