

REGIONAL WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, April 13, 2022

9:00 AM

Primary Location: 1546 First Street, Napa, CA

Other Location: 3618 Ruston Lane, Napa CA

401 Bicentennial Way Santa Rosa, CA 95403

Call-in number: +1 253 215 8782 Meeting ID: 834 9195 1841 Passcode: 379213

<https://us06web.zoom.us/j/83491951841?pwd=eXZJTmNvY1FCMTVhaHRZS2tiSjhYUT09>



CALL TO ORDER

I.	<p>A. Introductions</p> <p>Executive Committee Chair Jeri Hansen called the meeting to order at 9:00 a.m.</p> <p>Members Present: Executive Committee Chair, Jeri Hansen; Marin Advisory Subcommittee Chair, Suzie Byrne; Napa Advisory Subcommittee Chair, Paul Hicks, Mendocino Advisory Representative, Frank Cuneo.</p> <p>Workforce Alliance/CareerPoint Staff Present: Associate Director & Chief of Operations, Laura Davis; HR Officer, Taylor Swain; Workforce Development Analyst, Sita Williams; CareerPoint Project Director, Christy Gard.</p> <p>B. Public Comment</p> <p>None.</p> <p>C. Chair update</p> <p>None.</p> <p>D. Member update</p> <p>Frank Cuneo gave an update on the North Bay TIP Program.</p> <p>E. Director update</p> <p>Laura Davis gave an update of the Ecology Corps Program and a grant possibility between the community colleges and the north bay area workforce boards.</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. Approve February 9, 2022 Meeting Minutes [Attachment II.A]</p> <p>Motion made to approve February 9, 2022 Meeting Minutes:</p> <p>M/S: Paul Hicks/ Frank Cuneo</p> <p>Motion carried: 4-0</p> <p>Yea: 4</p> <p>Nay: 0</p> <p>Abstentions: 0</p> <p>Absent: 0</p>
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REGULAR CALENDAR

III.

A. Approval of Advisory Subcommittee Members Applications [Attachment III.A] (Action)

The Executive Committee will review and approve applications for advisory subcommittee membership:

- a. Lake Advisory Subcommittee: Theresa Showen, Laura Sammel & Kevin Reynolds

Motion made to approve Advisory Subcommittee Members Applications:

M/S: Paul Hicks/Suzie Byrne

Motion carried: 4-0

Yea: 4

Nay: 0

Abstentions: 0

Absent: 0

B. Funding Transfer Request (Action)

- a. CareerPoint Lake has requested to transfer \$52,232 from the dislocated worker formula funding to the adult program formula funding due to an increased number of adults coming in for services.

Motion made to approve CareerPoint Lake Funding Transfer Request:

M/S: Frank Cuneo/Paul Hicks

Motion carried: 4-0

Yea: 4

Nay: 0

Abstentions: 0

Absent: 0

- b. CareerPoint Mendocino has requested to transfer \$76.534 the dislocated worker formula funding to the adult program formula funding due to an increased number of adults coming in for services.

Motion made to approve CareerPoint Mendocino Funding Transfer Request:

M/S: Suzie Byrne/Frank Cuneo

Motion carried: 4-0

Yea: 4

Nay: 0

Abstentions: 0

Absent: 0

C. Contracts – Ratification and approval for the following contracts: (Action)

- a. Arbor E&T, LLC dba Equus Workforce Solutions New Agreement for One Stop Operator services \$10,000 through June 30th, 2022 and \$40,000 for PY 22-23.

Motion made to approve Arbor E&T, LLC dba Equus Workforce Solutions New Agreement for One Stop Operator services:

M/S: Frank Cuneo/Suzie Byrne

Motion carried: 4-0

Yea: 4

Nay: 0

Abstentions: 0

Absent: 0

		<p>b. Marin County Fire Department, Amendment #1 for \$18,000 for a new max of \$63,000 for the creation of the Fire Foundry replication manual.</p> <p>Motion made to approve Marin County Fire Department, Amendment #1: M/S: Frank Cuneo/Suzie Byrne Motion carried: 4-0 Yea: 4 Nay: 0 Abstentions: 0 Absent: 0</p> <p>c. CliftonLarsonAllen LLP, Amendment #2 for annual single audit services: \$16,080 for PY 19-20 and \$17,672 for PY 20-21.</p> <p>Motion made to approve CliftonLarsonAllen LLP, Amendment #2: M/S: Frank Cuneo/Suzie Byrne Motion carried: 4-0 Yea: 4 Nay: 0 Abstentions: 0 Absent: 0</p>
ADJOURN		
IV.		<p>A. Adjourn Meeting adjourned at 9:23 a.m.</p>