



Regional Workforce Development Board Executive Committee

MEETING AGENDA

May 10, 2017 -- 9-10:30 AM

Physical Meeting Sites:

120 North Redwood Drive, Bay Room, E209, San Rafael, CA 94903

1814 Soscol Avenue, Napa, CA 94559

CALL TO ORDER

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| I. | 9:00 | Present: David Zwicky, Windi Snearly, Jerri Gill, Mark Bontrager, Bruce Wilson, Monica Rosenthal Absent: None |
| | 9:05 | Public Comment – no public comment |

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.

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| II | 9:10 | A. Notice Resignation of Chris Fernandez, Department of Rehabilitation, Mandatory Seat Jerri Gill opened the consent calendar for discussion. Motion made to move the consent calendar without discussion. M/S: Zwicky/Snearly Vote: 6-0. Motion carried. |
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REGULAR CALENDAR

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| III. | 9:15 | A. Approval of March 8, 2017 meeting minutes (Action) Motion to move minutes with no changes. M/S: Bontrager/Zwicky Vote: 6-0. Motion carried. |
| | | B. Approval of One-Stop Logo (Action) Donna Ryals and Ivan Freaner from Full Capacity Marketing gave a presentation on the three possible selections for one-stop logos. The one-stops will be rebranded as CareerPoint Napa, Marin, and Lake with the tagline “Pathways to Work.” Executive Committee members had a discussion about their favorites and Donna mentioned the input she had received from each of the one-stops on their top choices. For the one-stop operators, it came down to #1 or #3. The Executive Committee members had different opinions on their top choice, but ultimately chose #1. Motion to approve #1 logo in selection as new logo for one-stops/CareerPoints. M/S: Zwicky/Gill Vote: 6-0. Motion carried. |
| | | C. Approval of Youth Program Contract Awards (Action) Director Wilson opened up the discussion on the status of the Youth Program Contract Awards for the three counties. In Napa, it is recommended that Napa Health and Human Services take on |

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| | | <p>programming. In Lake, the recommendation is to go with an entirely new operator, Redwood Children Services. In Marin, the Advisory Subcommittee heard a presentation from one proposer, but decided to fail it as it was unresponsive. The committee decided to reopen the RFP for another 30 days, while also giving the failed proposer constructive feedback in order to reapply again if they would like. Director Wilson said that because two contractors will already be in place in Napa and Lake, we will still be in compliance so we can allow the flexibility to find the right provider in Marin.</p> <p>Motion to conditionally approve Napa Health and Human Services as the WIOA Youth Services in Napa County, pending successful contract negotiations. M/S: Bontrager/Gill. Vote: 6-0. Motion carried.</p> <p>Motion to conditionally approve Redwood Children’s Services as the WIOA Youth Services in Lake County, pending successful contract negotiations. M/S: Rosenthal/Zwicky. Vote: 6-0. Motion carried.</p> <p>Motion to authorize staff to publish another WIOA Youth Services Request for Proposal in Marin for another thirty (30) days and provide feedback to failed proposer to reapply if interested. M/S: Snearly/Zwicky. Vote: 6-0. Motion passed.</p> |
| | | <p>D. WANB Policy and Procedures (Action)</p> <ul style="list-style-type: none"> a. Priority of Service b. Incumbent Worker Training c. Supportive Services <p>Director Wilson opened discussion on policy and procedures. He stated that consultant Doug Orlando put together the policies with input from stakeholders. Zwicky raised a question on a current situation at his company. They are doing training for HHA/CNAs that is contingent on their employment, but they are not incumbent workers. He was not sure which policy they would fit into it. Chief Strategist Racy Ming said that the workers could fall under unemployed and could be served by the 49% priority of service.</p> <p>Motion to approve all policies as presented. M/S: Bontrager/Rosenthal. Vote: 6-0. Motion passed.</p> |
| | | <p>E. Title II Presentation – Tamalpais (Action)</p> <p>Tam Adult School needs to show they are in line with the Workforce Alliance and WIOA’s legislation goals and mandates. Joan Prigian provided a presentation that mapped how the board and school share common visions and strategies. She also showed how the school incorporated and met WIOA’s core 14 elements. Next step will be that the WIOA agency will contact Bruce for the school’s approval.</p> <p>Motion to accept presentation and authorize Director Wilson to approve when contacted by WIOA agency. M/S: Zwicky/Snearly. Vote: 6-0. Motion carried.</p> |
| DISCUSSION | | |
| IV | 10:00 | <p>A. Bylaws (Possible Action)</p> <ul style="list-style-type: none"> a. Quorum b. Local Advisory Chair, Vice Chair seats on Executive Committee c. July Election of Officers (Expires June 30) <p>Director Wilson opened up the discussion on the current bylaws. Currently, they state that a quorum is 25% but we need to change that to 50% plus 1. Also, the bylaws state that vice chairs need to be from the business community and Beth Pratt, who is the Vice Chair for the Marin Advisory Committee is from education. Director Wilson also asked whether the board wants Vice Chairs present at every Executive Committee meeting.</p> |

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| | | <p>The board agreed with changing the quorum and making the Vice chairs as alternates to the Chairs to attend meetings when the chairs are unable to. Lastly, Director Wilson asked the board whether the appointed Vice Chairs and Chairs could serve two-year appointments.</p> <p>Motion to change bylaws to reflect 50 plus 1 quorum. M/S: Bontrager/Gill. Vote: 6-0. Motion carried.</p> <p>Motion to make Vice Chairs alternates for Executive Committee and that chairs do not need to be from business community for Advisory Subcommittees. M/S: Snearly/Zwicky. Vote: 6-0. Motion carried.</p> <p>Motion to make appointments for Local Advisory Subcommittee Chair and Vice Chairs good for two-year terms once appointed. M/S: Zwicky/Rosenthal. Vote: 6-0. Motion carried.</p> |
| | | <p>B. Workforce Alliance North Bay Indicators Report Presentation by EForencis</p> <p>The Workforce Indicator Report was published by board member Rob Eyler. Alliance staff is helping to organize two big events to release the report where Mr. Eyler will be the keynote speaker. Targeting August for events. Board members asked to see the report and Director Wilson agreed to send each member a copy.</p> |
| | | <p>C. Board Member Orientation</p> <p>Director Wilson found a good online orientation that clearly spells out the responsibilities for new board members. Board agreed to allow Director Wilson to send it as a good tool.</p> |
| DIRECTOR AND MEMBER UPDATES | | |
| V. | 10:20 | <p>Napa Business Engagement Coordinator</p> <p>Director Wilson shared that Napa recently hired a Business Engagement Coordinator to do business engagement activities in that region. Wilson also shared that they are looking to hire an Operations Officer to support roll out of policies, technical assistance and other tasks.</p> |
| | | <p>Logo and Website</p> <p>Director Wilson shared that the governing board approved the Alliance logo last week. For websites, there will be two websites created: one for the Workforce Alliance and another for the CareerPoints.</p> |
| | | <p>Conflict of Interest Statement Public Comment Closed May 5, 2017</p> <p>Director Wilson reminded board to submit any comments if they have them.</p> |
| | | <p>Board Member Ethics Training</p> <p>Director Wilson said that he was working to get this underway. It will be required for all members but will likely be offered online.</p> |
| ADJOURN | | |
| | 10:30 | Adjourn: Meeting adjourned at 10:16 AM |

MEETING SCHEDULE

| REGIONAL WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE 2nd Wednesday @ 9-10:30 AM | | | | | | | | | |
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| 3/8/17 9-10:30 | | 5/10/17 9-10:30 | 6/14/17 9-10:30 | | 8/9/17 9-10:30 | 9/13/17 9:10:30 | | 11/8/17 9-10:30 | 12/13/17 9-10:30 |

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