



**MEETING MINUTES
REGIONAL WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING**

Wednesday, February 14, 2018
9:00-10:30 AM

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

CALL TO ORDER

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| I. | <p>Executive Committee Chair Jeri Hansen called the meeting to order at 9:11.</p> <p>Present: Jeri Hansen, David Zwicky, Monica Rosenthal, Paul Castro, Mary Ann Mancuso</p> <p>Absent: Windi Snearly</p> <p>Public Comment: None</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

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| II. | <ul style="list-style-type: none"> A. December 13, 2017 Meeting Minutes (Attachment A) B. Amendment to Aldea Fiscal Services Agreement {Board Letter II-B} C. Unilateral Amendment to Marin HHS Contract {Board Letter II-C} D. Mendocino Staffing Agreement {Board Letter II-D} <p>Motion made to approve Consent Calendar. M/S: Paul Castro/Mary Ann Mancuso.
Vote: Motion carried 4-0
Yes: Paul Castro, Mary Ann Mancuso, David Zwicky, and Monica Rosenthal
Nays: 0
Abstentions: Jeri Hansen
Absent: Windi Snearly</p> |
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REGULAR CALENDAR

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| III. | <ul style="list-style-type: none"> A. Performance Dashboard and Corrective Action Plans (CAP) Updates (Action) {Board Letter III-A} <p>The American Job and Career Center (AJCC) performance dashboard is included on each agenda at the request of the Board. This report will be a carry-in item and will include enrollment and exit status of each of our County's AJCCs. This month's report will also include updates to CAPs.</p> <p>Workforce Alliance Executive Director Bruce Wilson reminded members performance reports come to them at their regularly scheduled meetings at their request. The reports include the enrollment and exit status of each County's AJCC. Wilson shared this month's report also included updates on Corrective Action Plans (CAP) that providers may have been placed on by the Workforce Development Board. Committee members discussed the need for more detailed reports and asked that staff continue to work on better reporting. Wilson acknowledged the need to evaluate what is working in other counties and stated staff is developing a more detailed report to look at the quality and strategies that result in employment. He said it will take some time to develop and involves feedback from the Board. He wants to know what the Board would like to measure.</p> |
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CareerPoint Marin, which is operated by the County of Marin, Department of Health and Human Service, reported potentially enrolling 6 to 7 clients until the end of the program year but may possibly enroll 20 clients by the end of March.

Committee members discussed CareerPoint Napa's role in the IKEA job fair and their current CAP. CareerPoint Napa is operated by County of Napa, Department of Health and Human Service Mary Ann asked why the American Canyon Chamber is having to do a job fair for IKEA, when that is the role of CareerPoint. She would like the Center to provide more effective services in American Canyon. Committee Members asked CareerPoint Napa to create an action plan for their CAP. Wilson stated their MOU Phase 2 is on track and will be completed by April. Discussion also included Napa County's lack of training programs and thus lack of Eligible Training Provider List options through Napa Valley College.

Motion made to accept Marin County and Napa County reports and Napa CAP as submitted and with corrective action plan addendums. M/S: Jeri Hansen/Paul Castro

Vote: Motion carried 5-0

AYes: Jeri Hansen, Paul Castro, Mary Ann Mancuso, Monica Rosenthal, and David Zwicky

Nays: 0

Absent: Windi Snearly

Committee members discussed Lake and Mendocino reports and Redwood Community Center's (RCS) CAP for Lake County services. RCS operates WIOA youth programming in both Lake and Mendocino Counties. Committee members discussed the need to strengthen the action plan and the need to include measurements. It was acknowledged that Mendocino and Lake Counties are not high resource areas.

Motion made to accept Mendocino and Lake reports and RCS CAP with action plan addendum. Includes timeline as well as recommendations for outreach. M/S: Mary Ann Mancuso/Monica Rosenthal

Vote: Motion carried 5-0

AYes: Jeri Hansen, Paul Castro, Mary Ann Mancuso, Monica Rosenthal, and David Zwicky

Nays: 0

Absent: Windi Snearly

B. Organizational Credit Card (Action) (Board Letter III-B)

Staff requested committee approval for an organizational credit card to facilitate the efficient purchase of goods and services and travel related expenses for Workforce Alliance business.

Wilson requested board approval for an organizational credit card and explained an organizational credit card would allow for efficient purchasing of business-related goods and services. At present, the Workforce Alliance relies on the use of Wilson's personal credit card and the process of purchase orders. Discussion among members included the effectiveness of the "P" card - a credit card designated for government agencies. It was acknowledged the Workforce Alliance's Governing Board approved an organizational credit card at their February 8 meeting.

Motion made to approve organizational credit card. M/S: David Zwicky/Mary Ann Mancuso

Vote: Motion carried 5-0

AYes: David Zwicky, Mary Ann Mancuso, Paul Castro, Monica Rosenthal, and Jeri Hansen

Nays: 0

Absent: Windi Snearly

C. Approval of Innovation Fund Awardees (Action)

Staff requested committee approval for Innovation Fund recipients.

Workforce Alliance Chief Strategist Racy Ming reviewed the purpose of the fund and reported 10 proposals were received from Marin and Napa Counties. All recipients have been notified and include 1) Marin Economic Forum, 2) Marin County Office of Education, 3) Marin Small Business Development Center, 5) Napa-Sonoma Small

	<p>Business Development Center, 6) Napa County Health and Human Services Agency, and 7) Hospitality Innovation Partnership. A press release and distribution of funds is forthcoming.</p> <p>Motion made to approve all Innovation Fund recipients. M/S: Paul Castro/Monica Rosenthal Vote: Motion carried 5-0 AYes: David Zwicky, Mary Ann Mancuso, Paul Castro, Monica Rosenthal, and Jeri Hansen Nays: 0 Absent: Windi Snearly</p>
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INFORMATION/DISCUSSION ITEMS	
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IV.	<p>A. Regional Planning Retreat Follow-up</p> <p>Wilson reviewed what will be discussed at the retreat – specifically the Workforce Alliance’s 2017-18 goals and the completion of a SWOT analysis. The retreat is scheduled for April 26 and is an all-day event that will be held at Embassy Suites.</p> <p>B. National Association of Workforce Boards (NAWB) Conference</p> <p>Wilson shared the NAWB conference is 3/24-3/27. He, Regional Workforce Development Board (RWDB) Chair Jeri Hansen, Governing Board President Damon Connolly, RWDB member Rob Eyler and Workforce Alliance marketing consultant, Celina Shands were asked to present. The conference is at the end of March in Washington D.C. In addition, Paul Castro, RWDB member and Georgeanne Croskey, Governing Board member will attend.</p>
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MEMBER/DIRECTOR REPORTS	
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V.	<p>A. Member – no reports</p> <p>B. Director – Innovation Grant report was given. Reference Section III, C above.</p>
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ADJOURN	
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VI.	<p>A. Next Meeting Location and Agenda Items</p> <p>Committee Chair Hansen reported the next meeting is scheduled for Wednesday, March 14, 2018.</p> <p>Committee Chair Hansen motioned to adjourn the meeting at 10:49 a.m. M/S: Paul Castro/Mary Ann Mancuso Vote: Motion carried 5-0 AYes: David Zwicky, Mary Ann Mancuso, Paul Castro, Monica Rosenthal, and Jeri Hansen Nays: 0 Absent: Windi Snearly</p>
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