



## Lake Advisory Subcommittee Meeting Minutes

Thursday, December 7, 2017  
9:00 – 10:45 am

Harbor on Main  
16170 Main Street, Suite F  
Lower Lake, CA 95457

### CALL TO ORDER

|    |   |
|----|---|
| I. | <p>Meeting called to order by Advisory Subcommittee Chair Monica Rosenthal at 9:10.</p> <p>Present: Chair Monica Rosenthal, Rebecca Southwick, Valerie Jensen, Annette Lee, Kelly Cox, Michelle Scully, and Wilda Shock</p> <p>Absent: Greg Folsom, Margaret Silveira, and Tammy Serpa</p> <p>Public Comment: Paul Castro of the California Human Development Corporation provided the group with an update of the work and progress being made in the areas affected by the fires.</p> |
|----|---|

### 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>Chair Rosenthal opened the consent calendar for discussion.</p> <p>A. Approval for September 7, 2017 Meeting Minutes</p> <p>Motion made to approve September 7, 2017 meeting minutes. M/S: Kelly Cox/Wilda Shock<br/>Vote: Motion carried 7-0<br/>AYES: Monica Rosenthal, Rebecca Southwick, Valerie Jensen, Annette Lee, Kelly Cox, Michelle Scully, and Wilda Shock<br/>Nays: 0<br/>Absent: Greg Folsom, Margaret Silveira, and Tammy Serpa</p> |
|-----|--|

### INFORMATION/DISCUSSION ITEMS

|      |  |
|------|--|
| III. | <p>Chair Rosenthal opened the Information/Discussion Items section for discussion.</p> <p>A. Tour of The Harbor</p> <p>Chair Rosenthal moved the tour of The Harbor to occur after the meeting's adjournment due to the meeting starting 10 minutes after the designated start time of 9:00.</p>   |
|      | <p>B. Update on Workforce Alliance Branding (logo, website, etc.)</p> <p>Workforce Alliance Executive Director Bruce Wilson presented the new Workforce Alliance of the North Bay and CareerPoint websites. It was suggested by the subcommittee to add a hyperlink for youth eligibility requirements in the youth services section in addition to contact information of specific staff for youth to contact with questions.</p> |
|      | <p>C. Update on Workforce Alliance Activities</p> <p>Executive Director Wilson shared –</p> <ul style="list-style-type: none"> <li>The Workforce Alliance office moved from 1814 Soscol Avenue, Napa, CA to 1546 First Street, Napa, CA.</li> <li>One Stop Operator subrecipients are finalizing America's Job Center of California partner MOU Phase II requirements.</li> </ul>  |

- The Workforce Alliance may receive two additional grants from the state to assist with re-employment efforts in the areas affected by the wildfires. These two grants are the National Dislocated Worker Grant (NDWG) and the Additional Assistance grant.
- Board members may go to the National Association of Workforce Boards (NAWB) and present on the partnership between Lake, Marin, Mendocino and Napa Counties and the implementation of the Workforce Alliance.

### REGULAR CALENDAR

|     |   |
|-----|---|
| IV. | <p>A. Youth Services Program Services Review/Report</p> <p>Executive Director Wilson presented the youth program services report. Subcommittee members requested an explanation for the low enrollment numbers by Redwood Community Services (RCS). It was shared that RCS misunderstood their contract's deliverables and is beginning to implement recruitment strategies for new clients. After discussion the subcommittee requested RCS submit a Corrective Action Plan to ensure enrollment strategies are initiated to attain required program goals. The CAP is to be reviewed at each Advisory committee meeting for progress.</p> <p>Motion made to initiate a Corrective Action Plan for RCS in order for RCS to meet client enrollment goals. M/S: Michelle Scully/Rebecca Southwick<br/> Vote: Motion carried 7-0<br/> AYES: Monica Rosenthal, Rebecca Southwick, Valerie Jensen, Annette Lee, Kelly Cox, Michelle Scully, and Wilda Shock<br/> Nays: 0<br/> Absent: Greg Folsom, Margaret Silveira, and Tammy Serpa</p> |
|     | <p>B. Adult/Dislocated Worker Program Services Review/Report</p> <p>Executive Director Wilson presented the adult and dislocated worker program services reports. Subcommittee members requested an explanation for the low dislocated worker enrollment numbers. It was shared by the contracted service provider, Mendocino Private Industry Council, that the Dislocated Worker low enrollment numbers did not account for the co-enrollments in the National Dislocated Worker Grant. Because some clients were enrolled in the NDWG first, this is what the state's data system captures and presents. The information is in the system as was confirmed by the Workforce Alliance Operations Manager, Laura Davis.</p>  |
|     | <p>C. America's Job Center of California (AJCC) Certification and Call for Board Volunteers</p> <p>Workforce Alliance Strategist Racy Ming informed the subcommittee of the AJCC state certification requirement, process and deliverables. Baseline certification must be completed by December 30, 2017 and the Workforce Alliance is on schedule to submit requirements. A second level, continuous improvement plan, is due by June 30, 2018. Site visits to AJCCs will be conducted in February and March of 2018. Subcommittee members were invited to volunteer and participate in the process. It was requested that Ming send information to subcommittee members. Ming agreed to provide members information as soon as possible.</p>   |
|     | <p>D. Subcommittee Lake Advisory Vice Chair Nominations</p> <p>Chair Rosenthal opened for nomination the vacancy of Vice Chair, a 1-year term position.</p> <p>Discussion among members resulted in advisory subcommittee member Annette Lee being nominated for the position. Lee accepted the nomination.</p> <p>Motion made to elect Annette Lee for the position of vice-chair of the Lake Advisory Subcommittee. M/S: Kelly Cox/Wilda Shock<br/> Vote: Motion carried 7-0<br/> AYES: Monica Rosenthal, Rebecca Southwick, Valerie Jensen, Annette Lee, Kelly Cox, Michelle Scully, and Wilda Shock<br/> Nays: 0<br/> Absent: Greg Folsom, Margaret Silveira, and Tammy Serpa</p>   |

E. Lake Advisory Subcommittee Meeting Schedule for 2018

Chair Rosenthal opened for discussion the subcommittee's meeting schedule for 2018.

Motion made to approve meeting schedule for 2018. M/S: Valerie Jensen/Wilda Shock

Vote: Motion carried 7-0

AYES: Monica Rosenthal, Rebecca Southwick, Valerie Jensen, Annette Lee, Kelly Cox, Michelle Scully, and Wilda Shock

Nays: 0

Absent: Greg Folsom, Margaret Silveira, and Tammy Serpa

**ADJOURN**

V. Chair Rosenthal opened for discussion.

A. Next Meeting and Agenda Items

The subcommittee discussed holding the next meeting at the community college. Subcommittee members will provide Chair Rosenthal with meeting suggestions.

Chair Rosenthal adjourned the meeting at 10:45 and invited members for a tour of the facility.