



# REGIONAL WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE MEETING MINUTES

October 9th, 2024 – 9:00 to 10:30 AM

Lake: 55 1<sup>st</sup> St, Lakeport, CA

Marin: 2<sup>nd</sup> Floor, 1800 Ignacio Blvd, Building 27, Novato CA

Mendocino: Rm 4231, Mendocino College, 1000 Hensley Creek Rd, Ukiah CA

Napa: Fuschia Rm A106-07, 2751 Napa Valley Corporate Drive, Napa CA

Solving workforce issues as a community will require stakeholders to:

1. **Coordinate and collaborate across organizations**, understanding that the work cannot be accomplished in siloes. Each partner organization brings unique expertise, networks, and resources to the table and should understand their organization’s role in advancing key pieces of the overall strategy.
2. **Follow the lead of employers**, the end-users of our region’s talent “supply chain.” Focus on the benefits to employers of collaborating to grow the pool of talent for all and the skills that are aligned to common industry pain points.
3. **Focus on skills**, the common language that brings together job seekers, employers, and educators for mutual benefit.

## CALL TO ORDER

I.	<p>Called into order at 9:02am.</p> <p style="text-align: center;">Introductions</p> <p>Members: Christy Smith, Paul Hicks, Marty Flynn, Weston Seifert</p> <p>Staff: Bruce Wilsom Taylor Swain, Sita Williams, Lisa Marie, Doug Orlando, Laura Davis, Stefan Ochoa, Victoria Pulido</p> <p style="text-align: center;">Public Comment</p> <p>None.</p> <p style="text-align: center;">Chair’s Remarks</p> <p>Marty Flynn mentioned he would like to know what happened in the previous meetings since he was absent.</p> <p>Discussion occurred.</p>
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## CONSENT CALENDAR

II.	<p style="padding-left: 20px;">A. August 14th, 2024 Meeting Minutes (<b>Action</b>) [<a href="#">Attachment II.A</a>]</p> <p>M/S: Christy Smith / Weston Seifert</p> <p>Passes: 3-0</p>
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Abstentions: Paul Hicks

## GOVERNANCE CALENDAR

III. A. Review Membership, Committees & Requirements ([Discussion](#))

Bruce Wilson gave an update on the business seats that are still open.

## INFORMATION / DISCUSSION / ACTION ITEMS

IV. A. One-Stop Operator ([Information](#))

a. Lake AJCC

Bruce Wilson gave an update on the changes in the One-Stop system.

Lisa Marie gave an update on the Lake location and the proposal for the new location.

b. Marin & Napa EDD Staff Status and Timeline

Lisa Marie gave an update on staffing challenges.

B. WIOA Title I Training Funds ([Information](#))

Doug Orlando gave an update on WBT.

Bruce Wilson provided more background information on the WBT.

C. One-Stop WIOA Title I RFP ([Information](#))

Doug Orlando gave an update on the RFP and its bidders.

## BUSINESS CALENDAR

V. OBJECTIVE 1 – Talent Attraction

*Focus: Better matching of current workforce with local job openings; attracting skilled out-of-market talent to fill jobs where demand eclipses local workforce capacity.*

A. LA Apprenticeship Grant ([Information](#))

Bruce Wilson gave an update on the LA Apprenticeship grant.

OBJECTIVE 2 – Transferable Skills

*Focus: Upskilling and reskilling workers already in your area with short-term training and credentials that are nimble enough to evolve with market demand.*

No items

OBJECTIVE 3 – Technical and Certificate Programs

*Focus: Near-term alignment of forecasted industry demand with local talent development programming to facilitate attainment of the most relevant degrees and certifications.*

B. Lake Wildfire Resilient Workforce Program ([Information](#))

Bruce Wilson gave an update on the CDBG grant.

OBJECTIVE 4 – Advanced Skill Sets

*Focus: Long-term alignment of higher education programming to develop a sustainable highly skilled pipeline for the region's driver industries.*

No items

OBJECTIVE 5 – Information Gap

*Focus: Build awareness of high-demand high-potential career pathways with industry-aligned programming in middle and high schools.*

No items

OBJECTIVE 6 – Starting Early

*Focus: Draw students to foundational career and technical education programs by sparking interest in STEM and the world of work.*

No items

**MEMBER / COMMITTEE / DIRECTOR REPORTS**

VI.

A. Member's Report

None.

B. Director's Report

a. Outreach & Communications Committee

Bruce Wilson gave an update and explained the team will proceed strategically.

Meeting adjourned at 10:18am.

**ADJOURN**

All public meetings and events sponsored or conducted by the Workforce Alliance of the North Bay are held on accessible sites. Requests for accommodation may be made by calling (707) 699-1951 (voice) or e-mailing [info@workforcealliancenorthernbay.org](mailto:info@workforcealliancenorthernbay.org) at least five business days in advance of the event. Copies of documents are available in alternative formats, upon written request.