



Napa County Workforce Investment Board

Revised Meeting Agenda

Wednesday, September 7, 2011 ♦ 8:30 a.m. ♦ @ WIB Administrative Offices
 650 Imperial Way, Napa, CA 94559

| Item | Time | Discussion | Facilitator |
|------|------|---|-------------|
| A. | 8:30 | CALL TO ORDER | Mancuso |
| B. | 8:35 | Public Comment | Mancuso |
| C. | 8:40 | Consent Calendar (Action) These matters typically include routine financial or administrative actions. Any item on the CONSENT CALENDAR will be discussed separately at the request of any person. CONSENT CALENDAR items are usually approved with a single motion <ol style="list-style-type: none"> 1. WIB Minutes – 2. Fiscal Report 3. Open recruitment for new board members | Mancuso |
| D. | 8:50 | Approve New Members to Napa-Lake Workforce Board (Action) The Napa-Lake Workforce Investment Board was became a reality on July 1, 2011. Per the joint powers agreement between the Napa and Lake County Boards of Supervisors, the new Napa-Lake WIB will consist of 60% Napa County members and 40% Lake County members. The Lake members are to be vetted and recommended by the Lake County Board of Supervisors. On September 2 nd , the Board Development Committee and Executive Director reviewed the applications and recommendations for the vacant board seats and propose the following members. All Lake County members vetted and recommended by the Lake County BOS. Anthony Farrington (Lake) Carol Hutchingson (Lake) Lynne Butcher (Lake) Trena Pauly (Lake) Monica Rosenthal (Lake) John Ussery (Lake) Sandra West (Lake) Tonya Bravo (Lake) Lisa Batto (Napa) | Wilson |
| E. | 9:05 | 2011-2012 Annual Plan Update As a routine matter the State of California requires an annual plan update from each of its Workforce Investment Area's. Staff is requesting authorization to implement all steps necessary to compose and submit annual plan update to the State. | Wilson |
| F. | 9:10 | Launch and Presentation of Virtual One-Stop The Napa-Lake WIB launched a new website called WorkforceNapa-Virtual One Stop. Virtual One-Stop is an advanced and comprehensive workforce development system that provides integrated employment services via the internet to the general public, job seekers, students, employers, training providers, and our workforce staff and one-stop partners located at the Workforce Napa Business & Career Center. Wayne Nash will provide a brief presentation of the system and is looking for opportunities to present to community groups that WIB members are a part of. | Wilson |

| Item | Time | Discussion | Facilitator |
|------|------|--|-------------|
| G | 9:25 | Executive Director Update <ol style="list-style-type: none">1. SB 7762. Economic Outlook Conference3. New Napa One-Stop Manager | Wilson |
| H | 9:30 | Adjourn Note: Member Orientation will immediately follow meeting for those that are interested. | Mancuso |



Napa County Workforce Investment Board

Meeting Minutes

Thursday, June 16, 2011 ♦ 3:30 p.m. ♦ @ Napa Valley Adult Education Complex
1600 Lincoln Ave, Napa-Classroom 10

Attendance: Greg Armstrong, Lisa Batto, Reuben Katz, Jennifer La Liberte, Mark Leonardi, Mary Ann Mancuso, Brett Risley, Dorothy Salmon, Rhonda Slota, and Teresa Zimny

Guests: Debbie Antonsen, EDD (future board member), Diana Gordon, Victoria Gonzales and Daisyann Larkins from On the Move.

Staff: Bruce Wilson, Laurie Harty.

A. Call to Order:

Mary Ann Mancuso called the meeting to order at 3:39 p.m.

Mary Ann opened the meeting with an update about the Executive Committee meeting and discussing the Napa expansion to add Lake into our WIB. She attended a State Board meeting in Sacramento with Bruce, Brad Wagenkencht, and Jackie Gong (County Counsel). Bruce will update when we get to item E on the agenda. All five Lake County Board members were present and she felt the board was really impressed that they all were there.

B. Public Comment

None

C. **Approval of Consent Calendar (Action)**

These matters typically include routine financial or administrative actions. Any item on the CONSENT CALENDAR will be discussed separately at the request of any person. CONSENT CALENDAR items are usually approved with a single motion

1. WIB Minutes – (Attach. A)
2. ~~Fiscal Report~~
3. Open recruitment for new board members

MOTION: Dorothy Salmon moved that item 3 be pulled from the Consent Calendar for further discussion under item E. motion to approve minutes. Second by Rhonda Slota.

VOTE: Passed unanimously.

WIA Year-Round Youth Contract (Presentation) (Action)

D. Bruce explained that the Youth Council had met and has recommended funding On-the-Move, Inc (OTM) under the same terms as 2010-2011 program year. He said that the RFP allowed for the contract to be extended for up to three years with approval by the WIB.

Diana Gordon, director of Explorations, spoke about their fantastic year. She introduced Victoria Gonzales, WIA Program Manager who talked about the Summer youth program results. Sixty-nine youth were placed in summer jobs from all over Napa County. Fourteen of the youth continued their employment after the summer program was over. Eleven of them are still employed to this day which is really impressive. They conducted open recruitments and many of their referrals come from NC Probation, Family Resource centers, the Wolfe Center and the Napa-City Library. Word of mouth has been a huge referral source as well. Additionally, social networking is used to connect to the county's. Victoria stated that "We try to meet the youth where they're at." Work experience has been available for some of the WIA eligible youth. Often these youth have many barriers to gaining employment.

Victoria introduced Daisyann, a former foster youth who talked about her experience with OTM. DaisyAnn spoke about her experience with the WIA program and how it has helped her to get on the right track and back into school.

MOTION: Greg Armstrong made a motion to renew the On the Move, Inc.'s contract for another year at the same terms. Second by Mark Leonardi.

VOTE: Passed unanimously.

E. **Napa – Lake Workforce Investment Board**

Bruce announced that this the last official Napa County WIB meeting. The Executive committee has worked on the expansion to add Lake into our WIB for the last year and a half. In December the NC board of supervisors approved the application to include Lake County beginning July 1. All of the services in Lake County will be provided by contracts to service providers in Lake County. Bruce said that there were 3 pressing issues. First, we'd like to continue the contract with the current contracted One-Stop provider Lake One-Stop, Inc. This will insure a continuity of services for Lake County residents. Napa County Counsel has thoroughly reviewed and approved the contract. The second item is board member recruitment (which was tied to what was in the consent calendar). The executive committee supports as outlined in the Joint Powers Agreement (JPA) a 60% Napa and 40% Lake representation on the 29 member board. We need to find 12 members to represent Lake County. There are currently 11 seats that are terming June 30th. We would like for anyone with a seat that is terming to reapply if you would like to continue to serve on the board. Those seeking reappointment will be evaluated under the state and local terms for board composition. Any vacated seats due to terms expirations will be likely filled with Lake county representatives. Bruce will work with the board development committee will try to meet the 40% representation criteria. The third item is the revised WIB bylaws. Bruce discussed the changes which are:

- the board is now called Napa-Lake WIB,
- the board will be consist of 40% Lake and 60% Napa representation.
- The executive committee of the board has the ability to create ad hoc committees.
- There are 4 standing committees: the executive committee, youth council, a Lake County advisory and a Napa County advisory committee specifically written into the new bylaws.
- The executive committee membership is composed of the committee chairs, past chair, existing chair, secretary and treasurer.
- Language referring to the Job Connection was removed. These are the only changes to the bylaws.

Bruce recommended a motion to accept all by-law changes necessary to update the bylaws to include Lake County and to clean up outdated terms like Job Connection.

MOTION: Greg Armstrong made a motion to accept all by-law changes necessary to update the bylaws to include Lake County and to clean up outdated terms like JOB Connection. Second by Mark Leonardi.

VOTE: Passed unanimously.

MOTION: Teresa Zimny made a two-part motion to open the board member recruitment reflected in the revised bylaws and to approve staff to move forward with steps necessary to enter into a contract with the current One-Stop provider Lake One-Stop, Inc. Second by Rhonda Slota.

VOTE: Passed unanimously.

As an additional related note, Debbie Antonsen from EDD who manages North Bay counties, Sonoma, Solano, Napa and Marin stated that Lake County has now been added to her area of responsibility.

F. **One-Stop Learning Laboratory Initial Results (Attachment D)**

The executive committee approved the One-Stop Operator to participate in a state-wide study comparing Integrated Services Learning Laboratory sites to traditional One-Stops like us. Cal State Northridge was onsite conducting this study by interviewing customers. Bruce stated that we will be getting good information and received \$5000 for participating. Bruce included the satisfaction numbers in the packet. He will bring this back as we receive more information.

G. **Executive Director Update**

1. SB 776 – this new bill that passed the CA State Senate and is going to the Assembly is a game changer for WIB's and One-Stops by mandating half of their funding go specifically to training. Big impact state wide if it passes. We use about 12% of funds for training, books and supplies. Bruce has templates to use to express opposition to this bill. We will lose local discretion and flexibility to design our programs. We did receive a large grant that was primarily for training but had to give much of it back because the population we serve wasn't interested in training. Bruce will check with the NC BOS for permission for the WIB to give formal support.
2. NCWIB Committee Assignments – Debbie, Jennifer and Reuben are being assigned to the performance and accountability committee.
3. WIB Orientation On-line – All of the old binder materials have been updated and posted on the WIB website under the About Us/Board Members tab.

I. **Adjourn:** Meeting adjourned at 4:57

ITEM C-3

TO: NAPA COUNTY WORKFORCE INVESTMENT BOARD
FROM: BRUCE WILSON, DIRECTOR
SUBJECT: WIB VACANCY & RECRUITMENT ANNOUNCEMENT
DATE: 9/6/2011
CC: CONSENT CALENDAR

BACKGROUND

The Napa-Lake Workforce Investment Board is a legislatively mandated private sector led board. In partnership with the Napa County Board of Supervisors, the WIB oversees workforce development activities and establishes programs in response to the workforce needs of Napa and Lake counties. It is the community's only organization that has workforce development as its sole purpose and function.

Currently, the Board has three openings (EDD, post secondary education, and Labor). The board development committee, which has responsibility for board organization and recruitment has recommended that a vacancy and recruitment announcement be made to identify appropriate individuals to serve on the board.

FINANCIAL IMPLICATION:

None

DIRECTOR'S RECOMMENDATION

Authorize the recruitment notice and engage with targeted individuals to join the Board.

ITEM D

TO: NAPA COUNTY WORKFORCE INVESTMENT BOARD
FROM: BRUCE WILSON, DIRECTOR
SUBJECT: APPOINTMENT OF NEW BOARD MEMBERS
DATE: 9-7-11
CC: FILE

BACKGROUND

The Napa-Lake Workforce Investment Board is a legislatively mandated 29 member private sector led board. In partnership with the Napa County Board of Supervisors, the WIB oversees workforce development activities and establishes programs in response to the workforce needs of Napa and Lake Counties. It is the community's only organization that has workforce development as its sole purpose and function.

WIB Board Member terms are for a period of two years and are staggered. In concert with the revised by-laws that incorporate Lake County and 40% representation, The Development Committee, which has responsibility for Board organization and recruitment and the Lake County Board of Supervisors has recommended that the following members be appointed to the Workforce Investment Board for a two year term that will end July 30, 2013.

| | |
|--------------------|--------|
| Anthony Farrington | (Lake) |
| Carol Hutchingson | (Lake) |
| Lynne Butcher | (Lake) |
| Trena Pauly | (Lake) |
| Monica Rosenthal | (Lake) |
| John Ussery | (Lake) |
| Sandra West | (Lake) |
| Tonya Bravo | (Lake) |
| Lisa Batto | (Napa) |

FINANCIAL IMPLICATION:

None

DIRECTOR'S RECOMMENDATION

Appoint the above individuals for a two year term on the Napa-Lake Workforce Investment Board.

ITEM E

TO: NAPA COUNTY WORKFORCE INVESTMENT BOARD
FROM: BRUCE WILSON, DIRECTOR
SUBJECT: 2011-2012 ANNUAL PLAN UPDATE
DATE: 9/6/2011
CC: FILE

BACKGROUND

Prior to the beginning of Fiscal Year 2000-2001, the Napa County Workforce Investment Board (NCWIB) submitted a Five Year Strategic Plan to the State of California delineating its plan for operating the Workforce Investment Act program in Napa County.

As a routine action, the state requests updates to this plan, based on elements that may have changed over the course of the previous year. The most significant changes to the plan noted this year was the decision to incorporate Lake County into the existing Napa County Workforce Investment area. Additionally, the plan modification delineates how many participants will be served under WIA in the coming year and how the funding will be dispersed.

Staff is requesting authorization to conduct all necessary actions related to updating the plan and submitting to the State of California, including the opening of a 30-day public comment period. Staff will return to the board for full approval of a plan that reflects public comment if any.

FINANCIAL IMPLICATION:

None

DIRECTOR'S RECOMMENDATION

Approve all staff and board actions necessary to complete the annual plan process for Napa-Lake County workforce investment area.