



**Napa-Lake Workforce Investment Board  
Executive Committee  
Meeting Agenda**

Friday, March 30, 2012 ♦ 2:00 p.m. ♦ @ WorkforceNapa  
**650 Imperial Way, Suite 103  
Napa, CA 94559**

Item	Time	Discussion	Facilitator												
A.	2:00	<b>CALL TO ORDER</b>	Mancuso												
B.	2:05	<b>Public Comment</b>	Mancuso												
C.	2:10	<b>Approval of Minutes</b>	Mancuso												
D.	2:15	<b>Supportive Service Policy (Action)</b> Napa WIA Direct Service Supervisor will propose a new supportive service policy for WIA operations and will request Executive Committee action to test new strategy for six months.	Staff												
E.	2:25	<b>Napa &amp; Lake Youth RFP (Update)</b> Staff will provide an update of where we stand with regard to the Lake One-Stop RFP and Napa and Lake Youth services RFP. Timeline of next steps will be provided along with a request for appropriate actions.	Staff												
F.	2:40	<b>Strategy Discussion: Board Membership (Discussion) (Possible Action)</b> Board will continue their discussion on board membership in order to determine appropriate board size, representation and strategy. If appropriate, actions to amend NLWIB bylaws will be requested.	Staff												
G.	3:15	<b>Approve New Members (Discussion) (Action)</b> The following members have applied for appointment to the NLWIB:	Mancuso												
		<table border="1"> <tbody> <tr> <td>Debbie Antonsen</td> <td>One Stop Partner</td> </tr> <tr> <td>Jeri Gill</td> <td>Private Sector Business</td> </tr> <tr> <td>Susan L. Goff</td> <td>Education</td> </tr> <tr> <td>Peter J.T. Harsch</td> <td>One Stop Partner</td> </tr> <tr> <td>Rhonda Slota</td> <td>Education/at large</td> </tr> <tr> <td>No applications</td> <td>Labor</td> </tr> </tbody> </table>	Debbie Antonsen	One Stop Partner	Jeri Gill	Private Sector Business	Susan L. Goff	Education	Peter J.T. Harsch	One Stop Partner	Rhonda Slota	Education/at large	No applications	Labor	
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H.	3:20	<b>Member Announcements</b> (Chair/Vice Chair)	All												
I.	3:30	<b>Adjourn</b>	Mancuso												



**Napa-Lake Workforce Investment Board  
Executive Committee  
Meeting Agenda**

**Friday, February 24, 2012 ♦ 2:00 p.m. ♦ @ WorkforceNapa  
650 Imperial Way, Suite 103  
Napa, CA 94559**

**Attendance:** Mary Ann Mancuso, Carol Huchingson and John Ussery

**Guests:** Seth DeSimone, Jill Hoeffler

**Staff:** Bruce Wilson, Julia Smith and Teresa Zimny

- A. **CALL TO ORDER**
- B. **Public Comment – None**
- C. **Approval of Minutes**

**MOTION:** Bruce Wilson made a motion to approve minutes. Second by Mary Ann Mancuso.

**VOTE:** Passed unanimously.

D. **Lake One-Stop Monitoring Update**

Teresa gave a brief update. We did receive the response from Lake One Stop, Inc. The Napa County Auditor's office will be formulating a response to the response. Teresa is in the process of packaging the response with a general status of the Napa-Lake One Stop partnership and where we're at with service delivery and the future in general. That monitoring response will be part of the overall general package that we present to the Napa County Board of Supervisors. That presentation will be on March 20, 2012. The response was also forwarded to Lake County. The whole package will come back to the WIB. Teresa clarified the different types of monitorings that occur. Napa County is the grant recipient for all of the WIA funding. We have a JPA with Lake County as a partnership. The State EDD conducts two monitorings each year of the grantee or the local area through the grantee. Napa-Lake LWIA had a program monitoring this fiscal year already and the monitor went to both sites. They will come in April to do a fiscal and procurement monitoring, again they'll come through Napa but they will look at our book of business for the local area as a whole. The WIB has a responsibility for doing a monitoring; generally it's both programmatic and fiscal at the same time. This process engages WIB members and can be structured any way we want to do that. Bruce has done a really nice job of putting together not just this narrow program monitoring with the required elements but with quality measures as well. Then there is the right of jurisdiction of Napa County to ensure all of their contractors are in compliance with federal requirements because Napa County is ultimately responsible, they "hold the bag" at the end of the day for liability so at any point the auditor controller can perform audits. We do perform monitorings or audits with our contractors. Anytime there is a significant County contract with Federal dollars running through it is going to prompt the potential for the Auditor-Controller to do a monitoring. With WIA funds there will still be a relationship with the WIB to do monitorings.

E. **Napa & Lake Youth RFP**

Bruce introduced Julia Smith, WIA analyst, who has been working on the RFP's. Carol Huchingson recused herself from this discussion and left the room. Julia walked through one RFP and highlighted the differences between the Napa and the Lake versions. Napa County has developed a generic template for all RFP's. She noted that these RFP's are essentially identical to the Adult RFP's released a week ago. The changes for these RFP's occur when we go into the proposal format and content for the youth employment and training program. We are going to offer extra points for demonstrated knowledge of local youth, the community, using leveraged funds and direct services to youth. The program design just focuses on what a youth program should look like. We are releasing the youth RFP's for both Lake and Napa at the same time. Napa will keep the eligibility function with our WIA staff. Julia pointed out that there are ten required elements for any and all WIA Youth programs. Bruce read and discussed portions of the scope of work. He also confirmed for John that the WIB sets the policy for the programs and doesn't necessarily include specific requirements beyond the ten elements to allow for innovation by the RFP respondent. The Youth Council makes the formal recommendation for release of the RFP. The evaluation criteria is consistent with the adult RFP.

**MOTION:** John Ussery made a motion to release the Youth RFP on March 1st. Second by Mary Ann Mancuso.

**VOTE:** Passed unanimously.

F. **Strategy Discussion: Board Membership**

Bruce distributed a list of mandated representation for board members in order to review current membership and determine appropriate board size, representation and strategy. He discussed the history of the board composition and the previous thinking around membership. He also pointed out this board's local criteria requiring a Napa-Lake 60/40 percent membership split. A large number of seats are up for reappointment on June 30, 2012. Bruce is holding several current applications in order to have this discussion and decide what seats we need to fill before we move forward.

Lake County has a large Tribal TANF program based in their county. We will need to create and recruit for this position. A migrant seasonal farm worker position exists but is vacant. EDD fills several mandated positions, we have an application from Debbie Antonsen who applied and is awaiting approval. Bruce will check with Sue Goff to see if she runs any programs that receive WIA Title 2 funds to fill the Adult literacy position. If not Rhonda Slota from the Adult School who has a pending application could fill this position. We will put Sue on for now but Bruce will confirm. Vocational rehabilitation can be filled with a pending applicant, Peter Harsch. In adding up the number of members who can fill the mandated board seats we came up with 15 which means we will need at least 16 private sector seats. A total of 31 members, with 15% from labor which means 5 seats will bring us to a 32 member board, assuming economic development can be counted as business. Bruce has always interpreted economic development as a private sector seat. Bruce was advised by our regional advisor that the law doesn't say private sector is says business. Non-profits are considered business. Carol confirmed that Lake County does do economic development. She also noted that by July 1 Lake County will be administering the Area Agency on Aging. With all this, we're looking at a 34 member board.

**MOTION:** Carol Huchingson made a motion to empower Bruce, as staff, to work with Napa County Counsel staff to recommend bylaw changes based on this discussion and bring information back to this group. Second by John Ussery.

**VOTE:** Passed unanimously.

G. **Adjourn**