



**Napa-Lake Workforce Investment Board**  
**Executive Committee Agenda**  
**Via Teleconference**  
**Public and Member Call-in Number**  
**707-299-1837**  
**Physical meeting site**

Thursday, June 20, 2013 ♦ 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>	Gill
B.	2:01	<b>Public Comment</b>	Gill
C.	2:05	<b>Meeting Minutes</b>	Gill
D.	2:10	<b>Open Public Hearing on 2013 5 Year Strategic Plan (Action)</b> Executive Committee will open public hearing on the draft 5-year Strategic Plan. Any member wishing to speak to the Executive Committee on any aspect of the plan is invited to present.	Wilson
E.	2:20	<b>Review and Form Recommendations of new NLWIB Members (Action)</b> The Executive Committee will review and possibly approve new NLWIB board members.	Wilson
F.	2:45	<b>Transfer of Funds between Adult and Dislocated Worker funding streams (Action)</b> Per State EDD Workforce Services Division Directive <a href="#">WSD12-13</a> , Executive Committee members will review staff request to transfer funds from DW to Adult funding streams in order to cover cost of service in these two programs.	Wilson
G.	3:25	<b>Close Public Hearing and 30 day Public Comment Period on 2013 5-Year Strategic Plan (Action)</b> Executive Committee will close public input process on draft 5-year Strategic Plan, approve changes to the plan and form recommendation for the Napa County Board of Supervisors, which serves in the capacity of Chief Local Elected Official.	Wilson
H.	3:30	<b>Adjourn</b>	Gill



**Napa-Lake Workforce Investment Board**  
**Executive Committee Meeting Minutes**  
**Via Teleconference**  
**Public and Member Call-in Number**  
**707-299-1837**  
**Physical meeting site**

Thursday, May 2, 2013 ♦ 2:00 p.m. ♦ @ WorkforceNAPA  
**650 Imperial Way Suite 103, Napa CA 94559**

**Attendance:** Jeri Gill and John Ussery (via teleconference).

**Guests:** None

**Staff:** Bruce Wilson, Jim Cassio

A. **CALL TO ORDER – 2:10.**

B. **Public Comment - None**

C. **Meeting Minutes**

**MOTION:** John Ussery made a motion approve the minutes from February 28, 2013. Second by Jeri Gill.

**VOTE:** Passed unanimously.

D. **NLWIB Subcommittee Calendar (Action)**

Napa and Lake Subcommittee members have requested a change to the meeting dates so that more up-to-date program and fiscal reports can be provided. In order to prepare and present more current data, we propose to change the standing committee meeting from July to August and quarterly thereafter. The Lake Standing Committee would move from July 11, 2013 to August 15, 2013. The next Napa Standing Committee meeting would move from July 25, 2013 to August 15, 2013.

The full WIB is scheduled to meet May 9<sup>th</sup> but Napa is hosting Bottle Rock which may cause traffic and congestion problems. We would like to reschedule this meeting to the following Thursday, May 16.

We'd also like to move the Executive committee meeting from June 27<sup>th</sup> to June 20<sup>th</sup> to approve the Strategic Annual Plan for the Napa Board of Supervisors Meeting on June 25, 2013

**MOTION:** John Ussery made a motion to approve the meeting date changes outline above. Second by Jeri Gill.

**VOTE:** Passed unanimously.

E. **Review and Recommendation of new NLWIB Members (Action)**

The committee reviewed, discussed and approved the new member recommendations for NLWIB board members. They also agreed to change Greg Armstrong from Labor to Business and add Anthony Farrington to Business.

**MOTION:** John Ussery made a motion to:

- 1) Move Greg Armstrong from Labor to Business.
- 2) Add Anthony Farrington as a Business member for Lake County
- 3) Approve the following candidates in the following categories:

Applicants (District)	Category
Stephanie Cabral (4)	Older Americans/Title V Program
Tony Castillo (Alameda)	Labor
Francis "Frank" Cuneo (Sonoma)	Labor
G. Anthony Phillips (5)	Labor
Paul R. Schulz (2)	Labor
Mark A. Leonardi (4)	Business Member category
Paul Castro (San Joaquin)	CBO – Farm Worker Program

Second by Jeri Gill.

**VOTE:** Passed unanimously.

F. **Strategic Annual Plan (Discussion)**

Bruce updated the committee on the progress of the Strategic Annual Plan. It's been to both Standing Committee meetings. At the next full WIB meeting we will go over the key concepts we are focusing on in the plan. The ad hoc committee will put together an executive summary to easily use for presentations. Jim highlighted the foundational pieces of the plan. We are using a regional approach and have been for years – NBEC. The Sector Strategy Initiative we've been using for a number of years is also part of this plan. Workforce Issues and Solutions lays out our basic 1, 2, 3 approach going forward, based on the issues that we've identified in the past through research, focus groups and discussions. That kind of research is ongoing but we have identified issues and came up with solutions. This information has been presented at public meetings and now by building it into the Strategic Plan we want to move forward on it. 1. Is to establish an Industry Skills Panels; 2. Establish an Education and Training Consortiums; and 3. Establish a Job Skills and Assessment system. John commented that is was very clear after the last Lake Standing Committee meeting that the consensus was they wanted to see some accurate information and results. The direction is going to be perfect and he doesn't think anyone will be hesitant to want to fund these activities. Jeri commented that something we can try to do at meetings is connect things back to the Strategic Plan. It's really a "road map" of our priorities and shows where to attach the money to achieve the results we're after. The next time we see this will be at the full WIB meeting.

G. **WIB Recruitment (Action)**

The Executive Committee agreed to open an immediate recruitment for the remaining NLWIB seats once the Napa BOS approves the pending applicants.

**MOTION:** Jeri Gill made a motion to open the recruitment for the remaining NLWIB seats. Second by John Ussery.

**VOTE:** Passed unanimously.

H. **Adjourn**