



Napa-Lake Workforce Investment Board

Meeting Agenda

Thursday, March 12, 2015 ♦ 10:00 AM @ Calistoga Spa Hot Springs

1006 Washington Street, Calistoga, CA 94515

Item	Time	Discussion	Facilitator
A.	10:00	CALL TO ORDER	Gill
B.	10:01	Roll Call	Gill
C.	10:05	Public Comment	Gill
D.	10:10	Welcome and Agenda Overview	Gill
OLD BUSINESS			
E.	10:15	Consent Calendar 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. Approve NLWIB Minutes – December 18, 2014 (Attachment E1)2. Accept Executive Committee Minutes – January 29, 2015 (Attachment E2)3. Ratify Executive Committee action to open & close 45 day public comment period for Conflict of Interest Code (Attachment E3)4. NLWIB Financial Report (Walk-in)	Gill
F.	10:20	25% Additional Assistance Grant Update (Discussion) (Action) Staff will provide an update on the NLWIB's 25% Additional Assistance Grant aka Project NOW. The following two actions will be considered as a part of this item: <ol style="list-style-type: none">1. Release RFP for At-Risk Business Early Warning System2. Approve contract amendment with Napa Community College – Small Business Development Center	Staff
NEW BUSINESS			
G.	10:30	Program Operator Reports (Information) (Discussion) In this portion of the set agenda, board members will hear brief updates on items of significance from their program operators & key contractors. <ol style="list-style-type: none">1. WorkforceNapa2. WorkforceLake	Wilson
H.	10:45	Committee Reports (Information) (Discussion) In this portion of the set agenda, board members will hear brief updates on items of significance from their standing and ad-hoc committees. <ol style="list-style-type: none">1. Executive Committee2. Financial Oversight Committee3. Communications Committee4. WIOA Transition Committee	Gill

Item	Time	Discussion	Facilitator
I.	10:50	<p>Initial Local Area Designation & Local Board Certification (Discussion) (Action)</p> <p>As stated in WIOA Section 106, the Governor shall approve a request made for initial designation by any local area if the area did the following during PYs 2012-13 and 2013-14:</p> <ul style="list-style-type: none"> • Was designated as a local area under WIA • Performed successfully • Sustained fiscal integrity <p>The NLWIB may choose to approve moving forward with a written request for initial designation and local board certification for the Napa & Lake County local workforce investment area. Request packet is included here: http://www.edd.ca.gov/jobs_and_training/pubs/wsd14-10.pdf</p>	Wilson
I.	10:55	<p>2015 Napa Youth Ecology Corps (Discussion) (Action)</p> <p>Staff will provide proposed outline, partnership, budget estimate and timeline for the 2015 Napa Youth Ecology Corps. NLWIB may choose to approve the program in concept.</p>	Cassio

BOARD DEVELOPMENT

J.	11:00	<p>New NLWIB Meeting Format and Framework (Information) (Discussion) (Action)</p> <p>Board Retreat Facilitator, Donna DeWeerd will discuss a number of recommendations for accomplishing the work of the board in 2015 and beyond. Among topics to be considered are:</p> <ol style="list-style-type: none"> 1. New Agenda Format 2. New Self Directed Committee Structure 3. Board Member Obligations & Responsibilities 4. Meeting Logistics 	DeWeerd
K	11:25	<p>NLWIB Director and Member Reports (Discussion)</p> <p>Committee members and staff may report on items and activities of interest to the community workforce agenda. Future Agenda Items may arise from this discussion.</p>	All
L.	11:30	<p>Adjourn</p>	Gill



Napa-Lake Workforce Investment Board

Information and Planning Session Minutes

Thursday, December 18, 2014 ♦ 1:00 p.m. @ Sullivan Winery

Discussion

CALL TO ORDER

Jeri Gill called the meeting to order at 1:05.

Members present:

Debbie Antonsen
Stephanie Cabral
Tony Castillo
Paul Castro
Frank Cuneo
Jeri Gill
Michael Haley
Peter Harsch
Paul Hicks
Steve Hixenbaugh
Carol Huchingson

Ronald Kraft
Mark Leonardi
Mary Ann Mancuso
Maritza Monge-Reynoso
Anil Patel
G. Anthony Phillips
Brett Risley
Monica Rosenthal
Paul Schultz
John Ussery

Public Comment

None

Welcome and Introductions

Chair Gill welcomed the WIB board members and thanked Mark Leonardi for hosting the WIB at beautiful Sullivan Estate. Each member took time to introduce themselves.

Consent Calendar

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. Approve NLWIB Minutes – August 2014
2. Ratify new NLWIB members

Motion to approve: Mary Ann Mancuso

Second: Debbie Antonsen

Passed unanimously.

Strategic Planning Discussion (Detail)

Chair Gill spoke to the members about the onset of the new Workforce Innovation and Opportunity Act. She said that the purpose of today's meeting was to give the board members a full orientation on the act and to conduct a self-assessment regarding our preparedness. She felt that the board needed to be fully aware of our future obligations under WIOA and prepare for implementation. Today's meeting and the onset of WIOA is likely to change how we organize ourselves to business.

Bruce Wilson, Director provided a powerpoint presentation on the background of WIOA and its purpose. The Powerpoint is on file and available at www.napaworkforce.org

Bruce introduced Jim Cassio, a long time labor market expert and current NLWIB Labor Market Specialist. Jim provided a powerpoint presentation on Napa and Lake counties labor market and the recently completed *North Bay Occupational Outlook Report*. The Powerpoint and e-report are available at www.napaworkforce.org

Various members spoke about community initiatives that members felt the WIB should be integrated with

Rhonda Slota spoke about the AB86 initiative that the WIB, through Bruce has been involved in. The purpose is to develop a plan for a unified and unduplicated system to provide adults in our community with services and course offerings within the following areas: Elementary and basic skills (including Adult Secondary and GED preparation), Classes for immigrants (English as a Second Language, Citizenship and workforce preparation), Programs for adults with disabilities, Short-term Career Technical Education (CTE) programs with high employment potential and Programs for apprentices.

The ultimate goal of the plan is to realize the following vision:

Napa Valley Regional Consortium seeks to create a student centered continuum of educational programs and services that result in a literate and trained workforce that is diverse, representing the complete composition of our Napa Valley.

Bruce handed out a 1-pager on Live Health Napa County. He said we would learn more about this program that the Napa Human Services Agency is heavily invested in.

Jim Cassio and Steve Hixenbaugh let the WIB members know about the work of the Lake County Region Economic Development Committee which is evolving into a non-profit Economic Development Corporation. Jim and Steve have both been participating with the committee, with Jim representing the WIB. Jim added that our One-Stop provider, WorkforceLake, has also been participating.

Break – video for successful napa youth ecology corps was shown during break. Video is available at <http://www.napaworkforce.org/AboutUs/NapaYouthEcologyCorps.aspx>

Jeri introduced Donna DeWeerd. Donna was the Executive Director of the Private Industry Council in the 1990's and oversaw the transition from the Job Training Partnership Act to the Workforce Investment Act in 2000. She remains very involved in community non-profits and has volunteered to facilitate and coach the WIB today. Notes from discussion follow:

Strengths

- Good @ six core roles of the board (oversight, convener, LMI analyst, broker, community voice, & capacity builder)
- Board is organized and well run
- Analysis of financials “buckets of funding”
- Broad based membership
- Good group
- Highly motivated board chair
- Bruce & Jim are innovative, patient & passionate
- Goals are clear (i.e. we are not the One-Stop! We must be policy minded)
- Board does often focus on policies – examples include:
 - Joining with Lake County
 - Focus on at-risk youth with well thought programs – NYEC & Food shed
- Policy decisions are well informed not knee jerk
- Decision makers are here

Challenges

- Client representation is not on the board
- Regionalism may be difficult
- End result – (of the implementation of WIOA) – What goals does WIOA want?
- Customer feedback loop
- Communication loop to WIB members, community and stakeholders
- Marketing of the WIB work – outreach, communication, and dissemination
- How do we use the data for decision making and implementation
- Messaging – What is our message? (dey labs, food shed, home goods)
 - What are we messaging – ROI or One-Stop Operation
- How do we integrate vocational training, support and move people forward?

Opportunities

- Look at regional structure for service delivery (regionalism – think bigger)
- Broker @ State level
- Communication plan needed
- Customize communication based on audience
- Use newsletters to inform board
- Communicate workforce plan with goals and outcomes
- Utilize Chambers of Commerce
- Leverage employer based training opportunities
- Better tracking of one-stop performance
- Need plan to better message our work to the board of supervisors/ chief local officials
 - Return on investment
 - \$ clients made coming in
 - \$ clients made going out
 - Public services no longer used i.e. food stamps
 - = for every \$ invested turned into 5\$
- College president and many key partners are on board talking about common issues. Capitalize on that!
- Volunteers, retired & fellowships/internships – Use them!

Threats

- Do we have enough capacity – “know-how”
 - For things we want to do as a board
 - in operations...- are our one stops capable?
- The board is not tight with employers that are not union.
 - Need to be tied into employers and programs that lead to mid-level jobs – figure out how those employers are and target them.
- Not enough staff and resources to do the six roles of the board
 - Staff carries out the work – (need to organize the work of the board and hold members to their role.)

How do we organize?

- Consider Bi-Monthly Meetings
- Less financial time
- Use consent calendar
- Get serious about virtual meetings
- Use committee structure to do the work and bring back recommendations
 - Focus on Ad hoc committees
- At Full Board Meetings – “Vote on Stuff”
- Send packets to members in advance

NLWIB Member Self-Assessment Survey Results

<http://www.napaworkforce.org/Portals/3/Downloads/Self-Assessment Summary.pdf>



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

Physical meeting site

Thursday, January 29 ♦ 2:00 p.m. ♦

650 Imperial Way Suite 103, Napa CA 94559

Discussion

CALL TO ORDER – Jeri called the meeting to order at 2:00. Bruce Wilson, Jim Cassio, Jeri Gill, Brad Wagenknecht, Mary Ann Mancuso, Lynn Perez and Carol Huchingson present.

Public Comment - None

Meeting Agenda Structure and Calendar

The Executive Committee will discuss the agenda structure and calendar for future Workforce Development Board Meetings.

Jeri spoke about what we heard at the Dec 18th NLWIB session. Based on that she is proposing the following:

- NLWIB to meet every other month on the 2nd Thursday of the month.
- The meetings will be from 10:00 to 11:30 am as suggested at meeting.
- The next NLWIB meeting was slated for February.
- Agenda packets to go out three days before the meeting and be posted on internet.
- Chair/Exec Committee to organize the full board agenda and have a stated purpose for each meeting
- Meeting to follow 1/3 new business, 1/3 old business and 1/3 board development model as suggested at Dec. 18th meeting

Bruce said that the slated February 12th date is a holiday for many and suggested pushing the meeting to March. He also said that later in the agenda the Executive Committee will consider opening a public comment period and that March should be considered in order to close the comment period. After some discussion, the committee agreed to hold the next full board meeting the 2nd Thursday in March at 10am (12th) and every other 2nd Thursday following. Jeri will help convene a quorum of members the week of March 16th in order to close the public comment period.

Committee Structure (Action) (Discussion)

Based on the December 18th board retreat, staff recommended a committee structure for the Workforce Development Board. Committees for consideration include:

- 1) Executive
- 2) Program Oversight
- 3) Fiscal Oversight
- 4) Marketing

In addition, an ad hoc WIOA Transition committee was suggested.

Brad felt that the program oversight responsibility could be handled by the Executive Committee. Mary Ann and Carol agreed. It was decided to recommend the following committees to the NLWIB: Executive, Fiscal, Communications, and an adhoc WIOA transition committee. Bruce said that if accepted by the full board, he would facilitate the necessary by-law amendments.

Membership

The committee began to discuss the board membership criteria under WIOA. Bruce said that under WIOA we could be as small as 19 members. One-Stop partners are no longer required to sit on the board which in-turn also brings down our business seat majority. Bruce suggested that we consider linking heavily with our education representatives even if we need to create "at-large" seats in order to bring them on. Much of what we do under WIOA will require an education partnership. Everyone agreed. Jeri suggested that we let people complete their appointed two year terms and shrink via attrition. All agreed.

Current Initiatives

The committee spoke about their current initiatives and agreed that they have many things happening and that the frequency of meetings will allow them to properly oversee them. Bruce said that he will ensure that the appropriate initiatives will be brought to the board for update, discussion or action at the appropriate time. Jeri reiterated her desire that the board fully discuss how we may integrate with other initiatives (see #6 below). Bruce said there was some talk in the AB86 planning group to move toward a combined career and education center that more strongly mobilizes and integrates the resources of the college, adult school and WIB under one roof. All committee members agreed on this as an ideal goal to work toward. Bruce said that we could play a more important role in making that happen via our convening power and the fact that we would need to RFP for One-Stop services soon anyway.

Current NLWIB initiatives:

- 1) Workforce Innovation and Opportunity Act Transition
- 2) Napa Youth Ecology Corps
- 3) Employer Advancement & Retention Network
- 4) Sector Initiatives
 - a. Career Pathways
 - b. Napa Education & Training Consortium
- 5) Ab86
- 6) Interlocking Community Boards/Initiatives

Set Agenda for Next Workforce Development Board Meeting

The date for the next NLWIB board meeting was set for March 12 at 10am and it was asked that its agenda follow the 1/3, 1/3, 1/3 rule: on the agenda will be committee structure and board structure. One or more items under current initiatives, and board development/training.

Conflict of Interest Code – Open Public Comment Period (Action) (Discussion)

Brad motioned to open the new Conflict of interest code for a 45 day public comment period. Second by Carol Huchingson. Passed unanimously.

NAPA-LAKE WORKFORCE INVESTMENT BOARD

NOTICE OF INTENTION TO ADOPT A CONFLICT-OF-INTEREST CODE

NOTICE IS HEREBY GIVEN that the Napa-Lake Workforce Investment Board and Napa County Board of Supervisors intend to adopt a conflict-of-interest code for the Workforce Investment Board pursuant to Government Code Section 87300 and 87306. Pursuant to Government Code Section 87302, the code will designate employees who must disclose certain investments, income, interests in real property and business positions, and who must disqualify themselves from making or participating in the making of governmental decisions affecting those interests.

A written comment period has been established commencing on January 30, 2015 and terminating on March 16, 2015. Any interested person may present written comments concerning the proposed code no later than March 16, 2015 (last day of 45 day comment period) to the Napa-Lake Workforce Investment Board, located at 1814 Soscol Avenue, Napa CA 94559. No public hearing on this matter will be held unless any interested person or his or her representative requests no later than 15 days prior to the close of the written comment period, a public hearing.

The Napa-Lake Workforce Investment Board has prepared a written explanation of the reasons for the designations and the disclosure responsibilities and has available all of the information upon which its proposal is based.

A conflict-of-interest code is being adopted to identify the officials that make or participate in making governmental decisions.

Copies of the proposed code and all of the information upon which it is based may be obtained from the Napa-Lake Workforce Investment Board located at 1814 Soscol Avenue, Napa CA 94559. Any inquiries concerning the proposed code should be directed to Bruce Wilson, Director of the Napa-Lake Workforce Investment Board, (707) 259-8679 or Bruce.Wilson@countyofnapa.org.