



## Napa County Workforce Investment Board Executive Committee

### Meeting Minutes

Tuesday, March 23, 2010 ♦ 12:00PM ♦ @ WIB Administrative Offices Suite 102 650 Imperial Way

Item	Discussion
A. CALL TO ORDER	<p>Bill Kreysler called the meeting to order at 12:07. Mark Bontrager, Rhonda Slota, Barbara Nemko, Bill Kreysler, Bruce Wilson in attendance.</p> <p>Guests: Teresa Zimny, Carol Hutchingson arrived at 12:30.</p>
B. Public Comment	<p>None</p>
C. <b>Approval of Minutes</b>	<p>Approval of last meeting's minutes – Motion to approve Barbara Nemko, Second Rhonda Slota. Passed unanimously.</p>
D. <b>Recommendation of New Members</b>	<p>The Committee considered an application for appointment to the Workforce Investment Board from Lisa Batto. Bruce explained that Lisa is the new Executive Director of the Napa Chamber of Commerce, replacing Kate King. Bill noted that Kate was an active and engaged partner.</p> <p>Barbara made a motion to recommend Lisa Batto to the Board of Supervisors for appointment to the WIB. Second by Mark Bontrager. Passed unanimously.</p>
E. <b>Approve One-Stop Oversight tool</b>	<p>Bruce explained that in accordance with WIA legislation, the WIB is to conduct oversight and certification activities of the One-Stop. Bruce outlined the recommended oversight process to be conducted on behalf of the Board.</p>
<b>Section I – Introduction</b>	<ul style="list-style-type: none"><li>Background</li><li>Objectives and Scope</li><li>Study Process</li></ul>
<b>Section II – Organization Profile &amp; Performance results</b>	<ul style="list-style-type: none"><li>Overall Organizational Framework of the Workforce System</li><li>Current Core Service Delivery<ul style="list-style-type: none"><li>Numbers receiving core services</li><li>Numbers employed as a result of core services</li><li>Customer Feedback</li></ul></li><li>Current Intensive Service Delivery<ul style="list-style-type: none"><li>Numbers receiving Intensive services</li><li>Numbers employed as a result of intensive services</li><li>Customer Feedback</li></ul></li><li>Current Training<ul style="list-style-type: none"><li>Numbers receiving training services by industry</li><li>Numbers employed as a result of intensive services</li><li>Customer feedback</li></ul></li></ul>
<b>Section III – Quality Assessments</b>	

Leadership  
Strategic Planning  
Customer Focus  
Information and Analysis  
Human Resources  
Process Management  
Quality and Results

**Section IV – Performance** Enrollments by program and status/results

**Section V – Compliance Analysis**

**Section VI – Recommendations/ Action Plan**

**F. Napa-Lake Consolidation**

Carol Hutchingson from Lake County was welcomed upon her arrival. Bruce introduced her as the Director of the Lake County Human Services Department and as Lake County's Designee to the Joint Powers Authority for workforce services, known as North Central Counties Consortium (NCCC). Bill thanked Carol for taking time out of her day and accepting the NCWIB's invitation to discuss in person the potential Napa-Lake consolidation and answer questions from Executive Committee members. Carol explained the history of Lake County's affiliation with NCCC which serves as the administrative entity for Lake and other counties. She expressed that Lake County was not happy with the level/quality of One-Stop services received. She further explained that NCCC was currently in the process of competitively selecting One-Stop operators and that the Lake County Human Services agency had applied. They will know more later.

She said that Lake County had given NCCC a letter explaining their intent leave the JPA and explore relationships with other adjacent counties to them. They felt that there was more in common with these other counties and in particular Napa County. The Executive Committee asked a number of questions regarding how she envisions the system working and what would be necessary to make it happen. Carol explained that there was a meeting on April 7<sup>th</sup> scheduled between Napa and Lake County CEO's and Human Services Directors. The Executive Committee agreed to wait to hear what the County officials think about this and to bring it to the next WIB meeting on April 8<sup>th</sup> as an information item.

**G. Executive Director Updates**

1. Elevate America – Bruce explained that Napa Adult School is administering the Elevate America program as a One-Stop partner. He indicated that it was much more difficult to do than originally advertised. He encouraged board members to send staff to adult school for Microsoft training if interested.
2. Sector Initiative – Bruce explained that the sector work is continuing and that they have received good attendance and lively dialogue at the meetings. He said the last of the six sectors was to be held on Thursday morning.
3. Nominations Committee – Rhonda explained that the nominations committee had met and that Mary Ann Mancuso and Brad Wagenknecht were being presented as a slate for Chair and Vice Chair for 2010-2012.