



## **MEETING MINUTES**

**Date: February 6, 2017**

**Location: 631 S. Orchard Ave. Ukiah, Ca 95482**

**Teleconference From: 208 Dana St. Fort Bragg, Ca 95437\***

**Members Present in Ukiah:** Tanja Ramming, Kristina Lewis

**Members Present in Fort Bragg:** Laura Welter\*

**Members Absent:** Michaela Barlow

**Staff Present:** Debra Dockins, Jesse VanVoorhis, Kathleen Covellone

**Guests Present:** Kristen Lawson, Tim Reynaga

1. **Call to Order** – Meeting was called to order at 3:29 p.m. by Tanja Ramming
2. **Review / Approve Agenda** – Upon motion by Member Tanja Ramming and seconded by Member Laura Welter, the committee unanimously approved the agenda.  
  
**Review / Approve Minutes of April 4, 2016** – Upon motion by Member Tanja Ramming and seconded by Member Laura Welter, the committee unanimously approved the minutes of April 4, 2016.
3. **Introductions/ Agency Updates:** Tanja Ramming discussed a career pathways web-site that is being developed,. The web-site is currently on-line and is being updated with new information. The web-site currently includes the Mendocino Lake Adult School web site offering certification in Phlebotomy (8 weeks), CNA, (8 weeks), and Northbrook training for LVN. Members were encouraged to visit the web-site at <http://www.mendolakeadulthoodeducation.com/>
4. **Approval of Policy 39A WIOA Youth Program Eligibility** – Staff reviewed the changes which include an increase to the allowable hours a participant can spend in Work Experience. The Youth program is mandated to spend a minimum of 20% of WIOA funds on work experience for participants. A motion was made by Kristina Lewis, to approve Policy 39A, the motion was seconded by Laura Welter and passed with an all aye vote.
5. **Status of Mendocino County Local Workforce Development Area Joint Powers Agreement with the Workforce Alliance of the North Bay:** Upon recommendation of the Mendocino County Workforce Development Board, the Mendocino County Board of Supervisors sent a letter requesting inclusion in the Workforce Alliance of the North Bay (WANB) Workforce Area's Joint Powers Agency. This consolidation would achieve administrative economies of scale and reduce the burden on the County's general fund. The WANB area currently includes Lake, Napa, and Marin counties. The governing board is expected to approve the request at their June, 2017 meeting.
6. **Discussion and possible Action Regarding Request for Proposals (RFP) for Workforce Innovation and Opportunity Act (WIOA) Program Services and One-Stop Operator:** Staff reported that this year a new RFP will be issued for program service delivery. Staff noted that the RFP will be consistent with the RFP issued by the Workforce Alliance of the North Bay due to the impending consolidation with that workforce area.
7. **Approval of Redwood Community Services (RCS) PY 2016-2017 Quarterly Expenses:** The committee reviewed the report and discussed the 20% training mandate in further detail. Kristen Lawson noted the Work Experience funds would be carried forward into the next program year if RCS is unable to expend the full 20% mandate this year. A motion was made by Kristina Lewis to recommend the Workforce Development Board approve the 1<sup>st</sup> and 2<sup>nd</sup> quarter expenses, the motion was seconded by Laura Welter and passed by and all aye vote.
8. **Approve Redwood Community Services (RCS) Youth Program Services Quarterly Report** – Discussion ensued regarding RCS youth activities. Members advised they would assist with outreach for Work Experience sites and would

**Next Meeting: April 3, 2017**

contact Ms. Lawson directly with recommendations. A motion was made by Kristina Lewis to recommend the Workforce Development Board approve the 1<sup>st</sup> and 2<sup>nd</sup> quarter Program Service Reports, the motion was seconded by Laura Welter and passed by and all aye vote.

**9. Review of Final Local and Regional WIOA Strategic Workforce Plans located at :**

<http://www.co.mendocino.ca.us/planning/wib/>

Drafts of both the regional and local plans are on-line and member to encouraged to review the plans and e-mail any input to Debra Dockins.

**10 Adjourn:** The meeting adjourned at 4:45p.m.

**Mission Statement**

*“To increase access to and to improve  
systems which support Mendocino County youth  
in the acquisition of meaningful employment”*

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program.

Auxiliary aids and services are available upon request to individuals with disabilities. For special accommodations, contact the WIOA Coordinator at (707) 467-5590 at least five days prior to the meeting.