

WORKFORCE INVESTMENT BOARD OF MARIN COUNTY

2009 Master Calendar & Committee Structure

2009/2010 Areas of Focus

WIB MEETINGS: Chair: [Will Rigney](#), Vice-Chair: [Caran Cuneo](#), Director: [Mary Donovan](#)

3rd WED ODD MONTHS: 7:30 – 9:30 AM (2nd Floor Redwood Room)

1/21/09 – 3/18/09 – 5/20/09 – 7/15/09 – 9/16/09 – 11/18/09

Members: Gene Abbott, Frank Borodic, Luis Calingo, Joan Capurro, Caran Cuneo, Dan Daniels, Joel Foster, Lori Fromm, Jennifer Gotti, Eileen Graham, Cathy Lavaroni-Hall, Makini Hassan, Abe Jacobs, Ginny Kuhel, Donna Lemmon, Jill Magri, Craig Nelson, Liz Paris, George Pegelow, Heather Ravani, William Rigney, Leslie Ruhland, Darlene Rutowski, Leigh Sata, Peter Schiller, Nanda Schorske, Bill Scott, Pat Sorber, Mary Kay Sweeney, Ron Thayer, Gail Theller, Cindy Thomas, Cecilia Zamora

Mission: To support a thriving, diverse workforce through education, training, and collaboration with Marin County employers.

Responsibilities:

- **Oversight** – of Workforce Investment Act funds that support the programs and services provided through Marin Employment Connection, a partnership of public agencies whose customers are businesses requiring support around workforce issues and job seekers requiring job search services and/or education and training.
- **Convener** - Bringing together business, labor, education, and economic development to focus on community workforce issues
- **Workforce Analyst** - Developing, disseminating and understanding current labor market and economic information and trends
- **Broker** - Bring together systems to solve common problems, or broker new relationships with businesses and workers
- **Community Voice** - Advocating for the importance of workforce policy, providing perspective about the need for skilled workers
- **Capacity Builder** - Enhancing the region's ability to meet the workforce needs of local employers

EXECUTIVE COMMITTEE: Chair: [Will Rigney](#), Vice-Chair: [Caran Cuneo](#) Director: [Mary Donovan](#)

1st WED ODD MONTHS: 12:00-1:30 PM (3rd Floor Cedar Room)

1/7/09 - 3/4/09 - 5/6/09 - 7/1/09 - 9/2/09 - 11/4/09

Members: Joan Capurro, Caran Cuneo, Gene Abbott, Dan Daniels, Makini Hassan, Jill Magri, Heather Ravani, William Rigney, Nanda Schorske, Bill Scott

Mission: To optimize the effective functioning and outcome of the Marin Workforce Investment Board.

Responsibilities:

- Nominate effective Board members, and ensure their orientation to the work of the WIB.
- Review and recommend WIB Committee projects and offer feedback on initiatives.
- Organize and coordinate Board Committees and Taskforces. Review and approve Board agendas.
- Communicate with the Board of Supervisors, the community and business leaders.

- Review and recommend adoption of budgets and contracts, and Board policies and procedures.

2009-10 FOCUS

- develop 2 -5 yr. strategic plan
- develop priorities of focus
- make recommendations to the full board
- coordinate the activities and processes of committees and taskforces
- work closely with Board of Supervisors and County Administrator
- support increased fiscal support by business community
- strengthen relationships with key professional organizations
- identify the future work force skills needs using labor market information
- collaborate with other county groups on topics of; economic sustainability, housing, transportation and child care

1. Nominations Taskforce: Chairs: [Caran Cuneo/Cecilia Zamora](#), Staff: [Mary Donovan](#) **Meets as needed.**

- Monitor the number of vacancies on the board Identify potential members within the WIB categories
- Maintain a list of potential candidates for future openings
- Maintain a grid containing geographic, demographic and expertise of current board
- Make periodic recommendations to the Executive Committee on potential WIB members

2. Marketing & Communications Taskforce: Chairs: [Cathy Lavaroni-Hall/Leslie Ruhland](#) Staff: [Cynthia Gunselman](#) **Meets as needed.**

Members: Frank Borodic, Joan Capurro, Jennifer Gotti, Ginny Kuhel, Cathy Lavaroni-Hall, Leslie Ruhland, Peter Schiller, Pat Sorber, Ron Thayer

- Develop content and branding of the WIB Website and 2009 marketing collateral, develop RFQ and select extra hire resources to do technical layout, programming, etc.
- Plan, promote and support WIB Annual Events, including possible 2009 Summit
- Collaborate with other businesses to engage industry leaders in workforce development.

CONSTRUCTION COMMITTEE: Chairs: [Bill Scott/Makini Hassan](#) Staff: [Mary Donovan](#)

3RD WED EVEN MONTHS: 12:00 – 1:30 PM (3rd Floor Cedar Room)

2/18/09 - 4/15/09 - 6/17/09 - 8/19/09 - 10/21/09 - 12/16/09

WIB Members: Leigh Sata, Nanda Schorske, Eileen Graham

Community Members: Martin Steinman (Canal Alliance), Cassey Mazzone (Marin Builders Exchange)

Mission: To promote construction training and marketing, LEED certification, Green building technology, with outreach to local schools and colleges, and to provide career ladders within industry

Project Description: Solar Photovoltaic Certification Program, and added Careers in Construction, and Renewable Energy Bridge Project

2009-2010 FOCUS

- solar training continuum
- green as a component of all trades
- construction employment support
- increase capacity

HEALTHCARE COMMITTEE: Chairs: [Jill Magri/Nanda Schorske](#), Staff: [Mary Donovan](#)

1ST WED EVEN MONTHS: 3:30-4:30 PM (3rd Floor Cedar Room)

2/4/09 - 4/1/09 - 6/3/09 - 8/5/09 - 10/7/09 - 12/2/09

WIB Members: Abe Jacobs

Community Members: Roz Hartman (CoM), Luanne Linnard-Palmer (Dominican), Mary Ann Haueser (Dominican U), Diane Stoker (H&HS), Marty Nelson (Dominican), Rita Widergren (HHS), Madeline Kellner (Public Authority), David Zwicky (Hospice of Marin)

Mission: Identify and develop strategic responses to the needs of Marin's healthcare stakeholders – with an emphasis on workforce recruitment, training, education, and retention.

Project Description: CNA/HHA Training Project.

- Certified Nursing Assistant and Home Health Aide training - to work closely with employers to survey need, develop appropriate training with all partners
- Increase capacity

ONE STOP STEERING COMMITTEE: CHAIRS: Dan Daniels/Heather Ravani Staff: Racy Ming

1ST FRIDAY EVEN MONTHS: 10:00 AM – 12:00n (3rd Floor Sycamore Room)

2/6/09 - 4/3/09 - 6/5/09 - 8/07/09 - 10/2/09 - 12/4/09

WIB Members: Mary Kay Sweeney, Peter Schiller, Dona Lemmon, Gail Theller, Dan Daniels

Members: Membership is comprised of representatives from WIA mandated agencies, co-located agencies, and other community agencies involved in providing employment and training services in Marin.

Mission: to insure that the MEC one-stop system policies and services are customer-driven; high quality services are consistently provided to all customers; accountability systems are in place to ensure that quality service is provided.

Responsibilities:

- Identify and maintain list of mandated and co-located partner agencies. Recruit additional partner agencies as appropriate.
- Set and review broad-based policies for MEC one-stop operations.
- Develop an organizational structure that supports the empowerment of all MEC staff.
- Establish and evaluate the mission of the MEC one-stop system.
- Provide strategic planning for the MEC one-stop system.
- Function as a working sub committee of the Workforce Investment Board of Marin County. Report outcomes and status of the one-stop to the Workforce Investment Board.
- Evaluate the quality of services by establishing an accountability reporting system.
- Conduct periodic evaluations on the functioning of the MEC one-stop system.
- Promote and support total integration of services.
- Identify additional resources and funding opportunities as appropriate.
- Establish a reporting mechanism to provide feedback on the quality of services being provided.

2009-2010 FOCUS

- focus on outputs/results
- create an interface with Prosperity Partners to provide individual services to those clients receiving IDAs
- support employers to access Employment Training Panel funds
- create a matrix of ESL classes in the community
- focus on diversity (women, those with disabilities, other language speakers)
- develop WORKKeys with MEC partners
- consider a single point-of-contact for employers
- Networking of MEC One Stop Partners & Community Partners

STRATEGIC PLANNING COMMITTEE : Chairs: [Cecilia Zamora/Craig Nelson](#) Staff: [Racy Ming](#)

Meeting Schedule: 3/18/09 @ 9:30 to 11 AM / 4/8/09 @ 12 to 2 PM

Members: Joan Capurro, Makini Hassan, Dona Lemmon, Craig Nelson, Liz Paris, Nanda Schorske, Ron Thayer, Gail Theller, Cecilia Zamora, Luis Calingo, Will Rigney

Community Members:

Mission: Under the direction of the Executive Committee this group will incorporate the WIB Retreat Planning areas of focus into a recommendation for strategic planning process.

Project Description: WIB Strategic 2-5 Year Plan.

YOUTH COUNCIL: Chair: [Gene Abbott. Darlene Rutowski](#) Staff: [Racy Ming](#)

3RD, 4th or 5th FRIDAY: QUARTERLY (EXCEPT FOR JUNE): 10:00-11:30

1/30/09 - 4/24/09 - 6/19/09 - 10/16/09

Council Members: Donna Lemmon, Cathy Lavaroni-Hall, Dona Lemmon, George Pegelow, Rachael Watts, Ken Lippi, Erika Green

Community Members: Julia van der Ryn (Dominican), Carmen Tristan (H&HS), Janis Reynolds (MEC)

Mission: Support workforce development opportunities for youth, and facilitate collaboration and support for youth initiatives carried out by Council organizations.

Project Description: Roving Job Fair to Marin County High Schools – 2008. Tutoring program at County Community Phoenix Academy.

Responsibilities:

- Review WIA funding for in-school and out-of-school youth workforce development projects and provide recommendations to the WIB.
- Convene and connect youth-serving organizations to advance the youth development agenda, including youth participation in the workforce.
- Provide Council members with business perspectives, information, and resources relevant to youth.

2009-10 FOCUS

- support MCOE School to Career efforts by encouraging employer involvement
- focus on vocational opportunities for high school students, such as: construction, medical assisting, home health aide
- support the creation and/or attainment of vocational certificate programs in high schools and for out-of-school youth
- support transitioning youth with disabilities into appropriate programs, such as: WIA, Workability, Department of Rehabilitation, Integrated Community Services, Special Education

SOME OF THE CROSS CUTTING THEMES TO BE USED AS FOUNDATION ARE:

- Maximum job and career exposure for all youth
- Succession and generational workforce planning
- Use of current LMI information for Marin County
- Diversity
- Focus on Outputs/Results
- Strive to support high-demand/high-wage jobs, including self-sufficiency and career ladders
- job training related to recruitment and retention
- support instruction for team building and project work as foundation skills for future workforce