

SONOMA COUNTY
 **WORKFORCE
INVESTMENT BOARD**

www.sonomawib.org

**Executive Committee
January 11, 2023
2:30 pm to 2:45 pm**

Join Zoom Meeting:

<https://zoom.us/j/95671701032?pwd=QkpieUg4emJXRDRsRlVoYTkrWk9EZz09>

Meeting ID: 956 7170 1032

Password: 317138

Call In: +1 669-900-6833

**Vote Required*

- I. **Public Comment**
- II. **Approve Minutes of December 12, 2022 and Review Action Items** *(Action*)*
- III. **WIB Business** *(Discussion)*
 - A. Membership
 - B. Attendance
- IV. **Local Plan Update** *(Discussion)*
- V. **Prepare for January WIB Meeting** *(Discussion)*
- VII. **Upcoming WIB Executive Committee Meetings and WIB Meetings** *(Discussion)*

January 11, 2023	Full Session:	3:00 pm to 5:00 pm
February 8, 2023	WIBE Session:	4:00 pm to 5:00 pm
March 8, 2022	WIBE Session:	2:00 pm to 3:00 pm
March 8, 2022	Full Session:	3:00 pm to 5:00 pm
- VI. **Adjourn**

Open Meetings: *Except as expressly authorized under the Brown Act, all meetings are open to attendance by interested members of the public.*

*If WIB members are **unable to attend**, please call (707)565-8500 prior to the meeting to leave a message stating you are unavailable.*

Meeting Materials: *Materials related to an item on this Agenda submitted to the WIB after distribution of the agenda packet are available for public inspection in the WIB Administrative Office at 2227 Capricorn Way, Suite 100, Santa Rosa during normal business hours.*

Accommodation: *If you have a disability which requires the agenda materials to be in an alternative format or requires an interpreter or other person to assist you while attending this meeting, please call (707) 565-8500 at least 72 hours prior to the meeting, to facilitate arrangements for accommodation.*

Workforce Investment Board

Executive Committee

DRAFT Minutes of December 14, 2022

- Members Present:** Stephen Jackson, Brandy Evans Judy Coffey, Michael Pickens, Robin Bartholow*, and Scott Kincaid
- Members Absent:** Roy Hurd and Ananda Sweet
- Other Attendees:** Randy Weaver (EDD)
- WIB Staff:** Katie Greaves, Nina Cheek (EDB), Katie Fosburgh (EDB), Pru Ratliff, John Paul, Michelle Revecho, Katie Stohlmann, and Judy Oates

* Indicates members who arrive late or leave a meeting early.

I. Public Comment

Nina shared the 2023 Economic Perspective hosted by the Sonoma County Economic Development Board (EDB) will be on January 26, from 7:30 am to 9:00 am at the Doubletree Hotel. The keynote speaker will be Dr. Jerry Nickelsburg and Supervisor Chris Coursey will be the moderator. There will also be three speakers. If you have any questions please reach out to Aleena Decker at the EDB.

II. Approval of Minutes of August 10 and October 31; and Review Action Items

Motion to approve Minutes of August 10, 2022: Judy Coffey /s/ Scott Kincaid. Approved (Stephen Jackson, Judy Coffey, Michael Pickens, and Scott Kincaid.) Brandy Evans abstained. There were no “nay” votes. The motion carried.

Robin arrived.

Motion to approve Minutes of October 31, 2022 with the addition of Judy Coffey in attendance: Brandy Evans /s/ Michael Pickens. Approved (Stephen Jackson, Brandy Evans, Judy Coffey, Michael Pickens, and Scott Kincaid.) Robin Bartholow abstained. There were no “nay” votes. The motion carried.

III. WIB Business

A. Membership

Auxiliary aids, services, and versions are available to individuals with disabilities upon request by calling (707) 565-8500.

Two membership applications were received and were reviewed by the committee. It was noted that Dr. Herrington of Sonoma County of Education and Roy Hurd of Empire College plan to leave the board at the end of the calendar year. Audra Grady Verrier of Sonoma State gave notice she will leave the WIB in January as she is moving out of the area. It was noted that with these departures the membership roster still has all required member seats filled and meets the needed percentage requirements for Business, Workforce, and Labor.

Discussed plans to review membership with a DEIB lens going forward and being intentional in the businesses we recruit and make sure they represent our interests. There is interest in recruiting the new superintendent of schools. The WIB DEIB Committee will be reviewing board structure and the membership application to see if questions need to be changed/added. It was recommended to add a line about timing to respond to applicants. Decided to delay action on the new applications until the board has had a chance to discuss membership going forward.

Action: Stephen and Katie will meet with each applicant via Zoom to share more about the WIB, where we are in the membership and DEIB conversation at this time, and invite them to attend and participate as a member of the public for now. Their applications will be reviewed by the WIB Executive Committee again after the membership/DEIB plans are in place.

B. Attendance

Reviewed attendance of WIB Members. Stephen will reach out to one member about their attendance via email to ensure their continued availability as a WIB member.

IV. Operations

A. OSO RFP Update

Michelle reported out on the One Stop Operator status. Applications are being reviewed this week and interviews will be done early January. She thanked John and the Job Link staff for covering the navigator and one stop responsibilities until this position is replaced.

B. Grant Updates

Auxiliary aids, services, and versions are available to individuals with disabilities upon request by calling (707) 565-8500.

Breaking Barriers Grant: Staff submitted a grant proposal in partnership with Goodwill and Interfaith Shelter Network.

Status Pending: No update at this time.

Prison 2 Employment Funding: Staff submitted a proposal for funding from the next round of the grant in conjunction with Workforce Alliance of the North Bay and the Solano WIB to resume assisting clients recently released from incarceration, and individuals ranging in age from youth to adult who have otherwise been involved in the justice system. The proposal for this round includes more focus on supportive services such as childcare and transportation.

Status Pending: No update at this time.

RPI 5.0: Regional Plan Implementation

Status Pending: No update at this time.

Although we have not received a response at this time from the state on the status of the grant requests, we were informed the implementation dates, once approved, would not change to reflect the delay in the selection process.

The EDB fellows are working on various items to allow us to be prepared to apply for future grants in the areas of High Road Training Partnerships, electrification, and other carbon neutral workforce development programs we expect to see based on the federal infrastructure bill.

C. Local Plan Update

The Regional Plan will be done by RDA, the consultants working with the NBEC Region. Staff is working on the two-year update of the “Local” Sonoma plan which is due to the state March 31st. We will review how we coordinate our programs including the One Stop, Steering Committee, Title One Services, Adult Education, and accessibility of services.

Staff will capture information about our efforts and strategies over the past two years, and staff will engage the WIB for feedback at the January 11 WIB meeting.

Auxiliary aids, services, and versions are available to individuals with disabilities upon request by calling (707) 565-8500.

The plan will be posted on the website for a 30 day public commenting period and brought to the WIB for approval. After that it will be approved signed by the Board of Supervisors and submitted to the state.

D. Introduce New WIB Analyst

John introduced Prudence (Pru) Ratliff, our new WIB Analyst. She comes from Humboldt County where she was Director of Adult and Community Education for College of the Redwoods and the Title 2 Adult Literacy Representative for the College Executive Committee and the Workforce Development Board in Humboldt County. She is excited to be in Sonoma County and looks forward to working with our programs.

V. Brown Act Update

The Brown Act requirements for Boards and Commissions change in 2023. There will be a return to in person requirements with some limited flexibility around member and public teleconferencing. Staff is gathering information on how this will affect WIB meetings and what changes may need to be made to the WIB Bylaws to address these changes for attendance. Staff will share updates at the January WIB meeting and plan to bring the update bylaws to the March WIB meeting with changes to take effect for the May WIB meeting.

VI. DEIB Planning Ad Hoc Committee Report

Stephen reported the committee met in December.

- WIB Members include: Stephen, Robin, Erin, Judy, Ken, Pedro, and Alena. Staff members include: Nina, Kate, Michelle, and Judy Oates.
- Michelle was chosen as the chair, and is open to a co-chair if anyone would like to assist.
- The group reviewed:
 - Office of Equity Mission, Vision and Values.
 - Feedback gathered from the last WIB meeting noting themes in areas such as membership and recruitment, requests for additional training, data to review, and other items.
 - Using a “designing to the margins” approach.

Auxiliary aids, services, and versions are available to individuals with disabilities upon request by calling (707) 565-8500.

- A standing meeting time of 9:00 am the second Monday of each month was set. WIB Execs are encouraged to join future meetings if they have time.
- A sub-set of members will meet before the need meeting to work on goal setting.
- The group plans to review if they have the right committee members or if other WIB members should be recruited to join these discussions.

VII. Prepare for January WIB Meeting

Items to be added to the January WIB meeting agenda include:

- DEIB Committee Update
- Brown Act
- Recruitment
- WIB Business
- Possible option – Do the new masking recommendations impact business?

VIII. Upcoming WIB Executive Committee Meetings and WIB Meetings

January 11, 2023	Executive Session:	2:00 pm to 3:00 pm	Via Zoom Teleconference
January 11, 2023	Full Session:	3:00 pm to 5:00 pm	Via Zoom Teleconference

IX. Adjourn

The meeting was adjourned at 4:48 p.m.

Auxiliary aids, services, and versions are available to individuals with disabilities upon request by calling (707) 565-8500.