

SONOMA COUNTY  
 **WORKFORCE  
INVESTMENT BOARD**

[www.sonomawib.org](http://www.sonomawib.org)

**Executive Committee  
February 8, 2023  
4:00 pm to 5:00 pm**

**Join Zoom Meeting:**  
<https://zoom.us/j/95671701032?pwd=OkpieUg4emJXRDRsRlVoYTkrWk9EZz09>  
**Meeting ID: 956 7170 1032**  
**Password: 317138**  
**Call In: +1 669-900-6833**

***\*Vote Required***

- I. **Public Comment**
- II. **Approve Minutes of January 11, 2023 and Review Action Items** *(Action\*)*
- III. **WIB Business** *(Discussion)*
  - A. Membership
  - B. Attendance
- IV. **Operations** *(Discussion)*
  - A. OSO Update
  - B. Grant Updates
- V. **Brown Act** *(Discussion/Action\*)*
- VI. **DEIB Planning** *(Discussion/Action\*)*
- VII. **Local Plan Update** *(Discussion)*
- VIII. **Prepare for March WIB Meeting** *(Discussion)*
- VII. **Upcoming WIB Executive Committee Meetings and WIB Meetings** *(Discussion)*

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

**Members Present:** Stephen Jackson, Brandy Evans, Judy Coffey, Michael Pickens, Scott Kincaid and Ananda Sweet\*

**Members Absent:** Robin Bartholow and Roy Hurd

**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**

None.

**II. Approval of Minutes of December 14; and Review Action Items**

**Motion to approve Minutes of December 14, 2022: Brandy Evans /s/ Judy Coffey.** Approved (Stephen Jackson, Judy Coffey, Michael Pickens, and Scott Kincaid.) Brandy Evans abstained. There were no “nay” votes. The motion carried.

**III. WIB Business**

A. Membership

Stephen and Katie met with the two pending applicants to share the WIB is reviewing its board structures and in the process of adding a DEIB lens to the membership recruitment process. We will hold sharing we will hold their applications for review once that process is in place.

*Ananda Sweet joined the meeting.*

B. Attendance

No new items for discussion, attendance reports are reviewed after full WIB meetings.

**IV. Local Plan Update**

Michelle shared a brief overview of the Regional and Local four-year strategic plans. We are about to begin the second half of this plan period so we are required to submit a two-year

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

update to each plan. The Regional Plan is being updated by a consultant showing updates to the plan for the NBEC region. Staff is preparing to update the Sonoma Local Plan. The first step is gathering information and feedback from the WIB, Job Link Steering Committee, partner agencies, other stakeholders, reports, and a 30-day public comment period. The focus will be on the four major areas of focus identified in the four-year plan.

- Expanding earn & learn opportunities
- Focusing on the needs of business
- WIOA priority populations
- Equity (system inclusivity & accessibility)

**V. Prepare for January WIB Meeting**

Committee members were asked to be proactive and help lead/encourage conversations during the WIB meeting regarding the local plan. Take into consideration the process reports and dashboards that are presented at meetings. Attendees will be asked for feedback on strategies, goals, and metrics, as well as recommendations for establishing/updating initiatives in the four focus areas to be included in the plan update.

**VI. Upcoming WIB Executive Committee Meetings and WIB Meetings**

February 8, 2023	Executive Session:	4:00 pm to 5:00 pm	Via Zoom Teleconference
March 8, 2023	Executive Session:	2:30 pm to 2:45 pm	Via Zoom Teleconference
March 8, 2023	Full Session:	3:00 pm to 5:00 pm	Via Zoom Teleconference

**VII. Adjourn**

The meeting was adjourned at 2:45 p.m.

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

## WIB Attendance 12 Months

	Dates						Present	%	Absent	%	
	3/9/22	5/11/22	7/13/22	9/14/22	11/7/22	1/11/23					
Bartholow, Robin	A	A	A	P	P	P	6	3	50%	3	50%
Brown, Ethan	P	P	P	P	P	P	6	6	100%	0	0%
Carlson, Erin	P	P	P	P	P	P	6	6	100%	1	17%
Coffey, Judy	P	A	P	P	P	P	6	5	83%	1	17%
Cooper, Susan	P	P	P	P	P	P	6	6	100%	0	0%
Davis, Brad	A-Proxy	P	P	P	P	P	6	5	83%	1	17%
Diaz, Keith	P	P	P	P	P	P	6	6	100%	0	0%
Duranczyk, Paul	P	P	P	P	P	P	6	6	100%	1	17%
Emanuele, Nancy	P	P	P	A	P	A	6	4	67%	2	33%
Evans, Brandy	P	P	P	A	P	P	6	5	83%	1	17%
Holloway, Kristina	A	P	P	P	A	P	6	4	67%	3	50%
Jackson, Stephen	P	P	P	P	P	P	6	6	100%	0	0%
James, Judy	P	P	P	P	P	P	6	6	100%	1	17%
Kincaid, Scott	P	P	A	P	P	P	6	5	83%	1	17%
Knerr, Chris	A	P	A	P	P	P	6	4	67%	2	33%
Maldonado, Anita	P	P	A	P	A	P	6	4	67%	2	33%
McEntagart, John	P	A	P	P	P	P	6	5	83%	1	17%
Pickins, Michael	A-Proxy	A	A	A	P	P	6	2	33%	4	67%
Sprague, Ken	X	P	P	P	P	P	5	5	100%	0	0%
Steffensen, George	P	P	A	P	P	P	6	5	83%	2	33%
Sweet, Ananda	P	P	P	P	P	P	6	6	100%	0	0%
Thomas Stuebner	P	P	A	A	A	A	6	2	33%	4	67%
Tam, David	P	P	A	A	P	P	6	4	67%	2	33%
Toledo, Pedro	P	A	P	P	P	P	6	5	83%	1	17%
Wall, Alena	X	X	X	X	P	A	2	1	50%	1	50%
Wayte, David	P	P	P	A	P	P	6	5	83%	1	17%

P = Present    A = Absent    X = Not a member yet

Scheduled Absences:

None.

## WIBE Attendance 12 Month

	Dates										Present	%	Absent	%
	2/9/22	3/9/22	4/13/22	5/11/22	7/13/22	8/10/22	10/31/22	12/14/22	1/11/23					
Bartholow, Robin	P	A	P	A	A	P	P	P	A	9	5	56%	4	44%
Coffey, Judy	P	P	P	A	P	P	P	P	P	9	8	89%	1	11%
Evans, Brandy	X	X	X	X	X	A	P	P	P	4	3	75%	1	25%
Jackson, Steven	P	P	P	P	P	P	P	P	P	9	9	100%	0	0%
Kincaid, Scott	P	P	P	P	A	P	P	P	P	9	8	89%	1	11%
Pickens, Michael	P	P	P	A	A	P	P	P	P	9	7	78%	4	44%
Sweet, Ananda	P	P	P	P	P	A	P	A	P	9	7	78%	2	22%

P = Present    A = Absent    X = Not a member yet

Scheduled Absences:

- 9/2022 WIB Executive Committee cancelled
- 10/2022 WIB Executive Committee cancelled
- 10/31/2022 Special WIB Executive Committee
- 11/2022 WIB Executive Committee cancelled