

SONOMA COUNTY  
 **WORKFORCE  
INVESTMENT BOARD**

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

**Executive Committee  
February 14, 2024  
4:00 pm to 5:00 pm**

**Note Location ⇔ ⇔**

2227 Capricorn Way, Santa Rosa  
**Santa Rosa Room**

This is an in-person meeting. If you meet the criteria for AB2449 “just cause” for virtual attendance please contact staff 24 hours before the meeting at 707-565-8500 to confirm and receive a zoom link.

**\*Vote Required**

- I. **Public Comment (4:00)**
- II. **Approve Minutes of January 10 and Review Action Items (4:05)** *(Action\*)*
- III. **WIB Business (4:10)** *(Discussion/Action\*)*
  - A. Membership
  - B. **Attendance**
  - C. **Retreat Planning for Executive Committee**
- IV. **Ad Hoc Committee Updates (4:30)** *(Discussion/Action\*)*
  - A. **WIB Membership Committee**
  - B. DEIB Committee
- V. **Operations (4:40)** *(Discussion)*
  - A. OSO Update
  - B. Job Link Update
  - C. Grant Updates
- VI. **Prepare for March WIB Meeting (4:55)** *(Discussion)*
- VII. **Upcoming WIB Executive Committee Meetings and WIB Meetings** *(Discussion)*

March 13, 2024	Executive Session:	2:00 pm to 2:25 pm	In person / Zoom As Needed
March 13, 2024	Full Session:	3:00 pm to 5:00 pm	In person / Zoom As Needed
- VII. **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 10, 2023**

**Members Present:** Brandy Evans, Judy Coffey, Stephen Jackson, Scott Kincaid, and Michael Pickens  
**Members Absent:** Ananda Sweet  
**WIB Staff:** Katie Greaves, Michelle Revecho, Maureen Fifer, Lilian Roman, Carol McHale, and Judy Oates

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

**I. Public Comment**

Brandy shared that Robin Bartholow stepped down from the WIB effective January 1. She will be recognized for her 14 years of service to the Board at the full meeting at 3:00 pm.

**II. Approve Minutes of November 8, 2023 and December 13, 2023**

**Motion to approve Minutes of November 8, 2023: Scott Kincaid / Judy Coffey Approved**

(Brandy Evans Judy Coffey, Stephen Jackson, Scott Kincaid, and Michael Pickens.) There were no abstentions. There were no “nay” votes. The motion carried.

**Motion to approve Minutes of December 13, 2023: Stephen Jackson / Judy Coffey Approved**

(Brandy Evans Judy Coffey, Stephen Jackson, Scott Kincaid, and Michael Pickens.) There were no abstentions. There were no “nay” votes. The motion carried.

**III. WIB Business**

**A. Membership**

Reviewed new member application and pending member applications. Discussed option of placing a hold on accepting new applications while the Membership Ad Hoc Committee reviews current membership criteria and processes to make recommendations. Agreed to hold applications for review once updated criteria/processes are determined. The only exception to holding applications is if any WIOA required seat becomes vacant applications for that position will be addressed.

**B. Chair Elect**

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Reviewed that the Chair-Elect is selected at the beginning of the second fiscal year of each Chair's term to prepare for their time as Chair.

Brandy Evans became WIB Chair July 2023.

Reviewed a list of eligible Business seat members and discussed possible candidates. Michael Pickens was nominated as a candidate. This will go to the WIB to see if there are additional candidates.

#### C. Attendance

Attendance lists for meetings were reviewed. If the following are not present today they will be called by a WIB Executive member to check in about their availability. Alena, Pedro, Paul.

#### D. Member Ad Hoc Update

- The Membership Ad Hoc Committee is working items that include:
  - Institutionalize and formalize the process of recruitment and membership with a DEIB lens to reflect the diversity in our county while meeting the obligations of WIOA rules.
  - Review of criteria for board membership.
  - Review expectations of members. This includes meeting attendance, and participation in sub-committees.
  - Review of seats per category and total number of board members.
- Discussed recommended action of not accepting new applications until March and reviewed messaging from the group that could be used on the website for that time. It was decided to not stop accepting new applications, but to hold on processing new applications until the WIB Executives have approved updates to the current application process as it is expected the group will have their recommendations done in a timely manner.
- The Executive Committee decided to use the statement provided for a hold on applications as our response to newly received applications.
- Updates on goals included:
  - The ad hoc has committed to meet every two weeks.

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- The ad hoc committee has reviewed information about other WIB's and their recruitment processes.
- The ad hoc committee is recommending no to change the member application form at this time.

E. DEIB Ad Hoc Update

DEIB Ad Hoc Committee will meet next week to discuss their goals of additional training and metrics.

**IV. Prepare for January WIB Meeting**

Staff will share information at today's meeting on the Request for Proposals for the My Pathways program. Proposals must be received by February 22. Review of the proposals will take place after that and staff may reach out for a WIB Board member to be part of the process. The WIB will be asked to vote to approved the chosen agency at the March 13 meeting.

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

February 14, 2024	Executive Session: 4:00 pm to 5:00 pm	In person / Zoom As Needed
March 13, 2024	Executive Session: 2:00 pm to 2:50 pm	In person / Zoom As Needed
March 13, 2024	Full Session: 3:00 pm to 5:00 pm	In person / Zoom As Needed

**VI. Adjourn**

2:47pm meeting was adjourned.

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## WIB Attendance 12 Months

	Dates						Present	%	Absent	%
	3/8/23	5/10/23	7/12/23	9/13/23	11/8/23	1/10/24				
Brown, Ethan	P	P	A	A	P	A	3	50%	3	50%
Carlson, Erin	P	P	A	P	A	Z	4	67%	2	33%
Coffey, Judy	P	A	P	P	P	P	5	83%	1	17%
Cooper, Susan	P	A	A	P	P	A	3	50%	3	50%
Davis, Brad	P	A	P	P	P	A	4	67%	2	33%
Diaz, Keith	A	P	P	P	P	A	4	67%	2	33%
Duranczyk, Paul	P	P	P	A	A	P	4	67%	2	33%
Emanuele, Nancy	A	P	Z	P	P	Z	5	83%	1	17%
Evans, Brandy	P	P	P	P	P	P	6	100%	0	0%
Holloway, Kristina	A	P	A	P	P	P	4	67%	2	33%
Jackson, Stephen	P	A	P	A	P	P	4	67%	2	33%
James, Judy	P	P	A	A	P	A	3	50%	3	50%
Kincaid, Scott	P	P	A	P	P	P	5	83%	1	17%
Knerr, Chris	P	P	A	P	A	P	4	67%	2	33%
McEntagart, John	A	A	P	P	P	A	3	50%	3	50%
Pickins, Michael	P	P	A	A	P	P	4	67%	2	33%
Brian Purtill	X	X	X	P	P	P	3	150%	0	0%
Sprague, Ken	A	P	Z	P	Z	P	5	83%	1	17%
Steffensen, George	P	P	P	P	P	A	5	83%	1	17%
Stuebner, Thomas	P	P	A	P	A	P	4	67%	2	33%
Sweet, Ananda	P	A	P	P	A	P	4	67%	2	33%
Tam, David	P	P	P	P	Z	Z	6	100%	0	0%
Toledo, Pedro	A	Z	A	P	A	A	2	33%	4	67%
Wall, Alena	P	P	P	A	A	P	4	67%	2	33%
Wayte, David	P	P	P	A	P	P	5	83%	1	17%

P = Present    A = Absent    X = Not a member yet    Z= Approved attendace via zoom

Scheduled Absences:

None.

## WIBE Attendance 12 Month

	Dates													Present	%	Absent	%
	1/11/23	2/8/23	3/8/23	4/12/23	5/10/23	6/14/23	7/12/23	8/9/23	9/13/23	10/11/23	11/8/23	12/13/23	1/10/24				
Coffey, Judy	P	P	P	A	A	P	P	P	P	A	P	P	P	10	83%	3	25%
Evans, Brandy	P	P	P	P	P	P	P	P	P	P	P	P	P	13	108%	0	0%
Jackson, Steven	P	A	P	P	P	Z	P	Z	A	P	P	A	P	10	83%	3	25%
Kincaid, Scott	P	P	P	P	P	P	A	P	P	P	P	A	P	11	92%	2	17%
Pickens, Michael	P	A	P	P	A	A	A	A	P	P	A	A	P	6	50%	7	58%
Sweet, Ananda	P	P	P	P	A	P	P	P	P	P	A	A	A	9	75%	4	33%

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