

SONOMA COUNTY  
 **WORKFORCE  
INVESTMENT BOARD**

**Notice of Meeting & Agenda**

**March 8, 2023**

**3:00 pm to 5:00 pm**

**Join Zoom Meeting:**

<https://zoom.us/j/92047560254?pwd=YWJvbitjcFdkTGU4SVJ3eEFhVDNtQT09>

**Meeting ID: 920 4756 0254**

**Password: 926886**

**Call In: +1 669-900-6833**

*\*Vote Required*

- |       |  |                             |
|-------|--|-----------------------------|
| I.    | <b>Introductions and Public Comment (3:00)</b>   | <i>(Discussion)</i>         |
| II.   | <b>Approve Minutes of January 11, 2022* (3:05)</b>   | <b><i>(Action*)</i></b>     |
| III.  | <b>Announcements (3:10)</b>  | <i>(Discussion)</i>         |
| IV.   | <b>Job Link Operations (3:15)</b>  | <i>(Discussion)</i>         |
| V.    | <b>North Bay Employment Connection (NBEC) Workforce Innovation and Opportunity Act Regional Plan (2021-2024) Two Year Modification* (4:05)</b> | <i>(Discussion/Action*)</i> |
| VI.   | <b>Local Plan Update* (4:15)</b>   | <i>(Discussion/Action*)</i> |
| VII.  | <b>Bylaw Update* (4:25)</b>  | <i>(Discussion/Action*)</i> |
| VIII. | <b>Early Childhood Education Apprenticeship Program Update (4:35)</b>  | <i>(Discussion)</i>         |
| IX.   | <b>Diversity, Equity, Inclusion, Belonging [DEIB]* (4:45)</b>  | <i>(Discussion/Action*)</i> |
| X.    | <b>Adjourn (5:00)</b>  |                             |

**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.*

## Sonoma County Workforce Investment Board

**DRAFT** Minutes of January 11, 2023

- Members Present:** Stephen Jackson, Robin Bartholow, Ethan Brown, Erin Carlson, Judy Coffey, Brad Davis, Keith Dias, Paul Duranczyk, Brandy Evans, Kristina Holloway, Judy James, Scott Kincaid, Chris Knerr, Anita Maldonado, John McEntagart, Michael Pickens, Ken Sprague, George Steffensen, Thomas Stuebner, Ananda Sweet, David Tam, Pedro Toledo, David Wayte
- Absent:** Susan Cooper, Nancy Emanuele, and Alena Wall
- Other Attendees:** Dan Blake, Elliot Enriquez, Tracy Feick, Karen Fies, Steve Herron, Roy Hurd, Sherie Hurd, Yensi Jacobo, Bill Nordskog, Brian Purtill, Becky Sandoval, and Maleese Warner, and Randy Weaver
- Staff:** Katie Greaves, Maricruz Assefnia, Fabiola Garcia Almonaci, Nina Cheek, Kate Fosburgh, George Garcia, Pedro Guevara, Sarah Lewis-Crow, John Paul, Pru Ratliff, Michelle Revecho, Katie Stohlmann, Ashley Taylor, Chris Willover, and Judy Oates

**\*Attendees with asterisks arrived late or departed early.**

### **I. Introductions and Public Comment**

The Economic Development Board will be hosting the 2023 Economic Perspective on January 26 at 7:30 am at the Doubletree Hotel in Rohnert Park. Dr. Jerry Nickelsburg will be presenting and Supervisor Chris Coursey and other the community leaders in a discussion about working together across sectors to accomplish community economic goals. Katie shared staff will send out an email that the WIB has purchased five seats for this event for interested members. Please respond to the email if you want to attend.

### **II. Approve Minutes of November 9, 2022**

Reviewed the minutes and action items of November 9, 2022.

**Motion to approve the November 9, 2022 minutes: Brandy Evans /s/ Judy Coffey.**

(Stephen Jackson, Robin Bartholow, Ethan Brown, Erin Carlson, Judy Coffey, Brad Davis,

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Keith Dias, Paul Duranczyk, Brandy Evans, Kristina Holloway, Judy James, Scott Kincaid, Chris Knerr, Anita Maldonado, John McEntagart, Michael Pickens, Ken Sprague, George Steffensen, Thomas Stuebner, Ananda Sweet, David Tam, Pedro Toledo, David Wayte). There were no abstentions or “nay” votes. The motion carried.

### III. **Announcements**

Honored Roy Hurd on his retirement from the Workforce Investment Board. Thank you for your many years of service to the Workforce Investment Board and the community. Current and past board members shared memories and extended their thanks and well wishes. Katie presented Roy with an award from the WIB for his many contributions, and Stephen presented Roy with a Gold Resolution from the Board of Supervisors expressing their gratitude for his contributions to the community through the WIB and years of providing educational opportunities.

### IV. **Job Link Operations**

#### Transfer of Funds

Katie led a conversation about allocation and use of funds for Dislocated Workers (i.e., people laid off and seeking employment) and Adult Workers (those that meet criteria related to having barriers to employment). It is allowed to move up to 100% of funding between the accounts depending on use and need in that area. She requested permission to reallocate some funds from the Dislocated Worker to the Adult Worker funds to allow continued support of the larger number of adults that come into Job Link requesting training to overcome barriers versus those that were recently laid off and seeking employment. We do not expect this to adversely affect Dislocated Workers that come into Job Link as we will maintain enough funding in that account to serve the anticipated number of clients based on our average quarterly spending.

**Motion to approve transfer of \$180,000 from WIOA Dislocated Worker to the WIOA Adult Services Funds: Ananda Sweet /s/ Keith Dias.** (Stephen Jackson, Robin Bartholow, Ethan Brown, Erin Carlson, Judy Coffey, Brad Davis, Keith Dias, Paul Duranczyk, Brandy Evans, Kristina Holloway, Judy James, Scott Kincaid, Chris Knerr, Anita Maldonado, John

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McEntagart, Michael Pickens, Ken Sprague, George Steffensen, Thomas Stuebner, Ananda Sweet, David Tam, Pedro Toledo, David Wayte). There were no abstentions or “nay” votes. The motion carried.

### Introduction of WIOA Analyst

John introduced Pru Ratliff, our new WIOA Analyst.

### CalFresh Employment & Training Program

Maricruz reported on the CalFresh Employment and Training Program. This is a new program and referral process for CalFresh clients to link them to Job Link employment services. We have had 28 referrals already. This allows us to help people where they are. Some have already found a new job and some are just starting their job search.

Maricruz shared she was nominated by Katie Greaves to participate in LSR Class 39 at the Santa Rosa Metro Chamber program.

### Business Services

Chris reported there is a strong local job market.

### *Subsidized Employment Programs (on the job training and traditional work program)*

- Both programs are a way to earn as you learn and use training funds for up to six months of employment or up to \$10,000 of wages.
- Job Link has nine clients currently in job placements in the industries of healthcare, construction, car rental, hospitality, and non-profit.
- The majority of these clients are funded by the Adult Worker funds with a few that are eligible for the displaced worker funds.

*Q. Are there statistics on the earn while you learn programs after the program ends to see if people are still working for that employer?*

A. Part of the actual worksite agreement for the six-month program is that as long as the employee is meeting all performance expectations they are expected to stay on as a regular employee. That is the case about 80% of the time. The short-term work experience program is between 2 to 4 months, and the county actually reimburses 100% of the wages. This program is meant to be short term. It's an opportunity for

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somebody to gain some experience in a new industry or field and improve their resume. Employers can opt to retain these employees, but typically we reassess the client and potential jobs at the end of the agreement.

#### *Job Fairs*

- January 18 - The Press Democrat Career Café Job Fair at SOMO COWORK in Rohnert Park
- January 20 – North Bay Job Fair at the Luther Burbank Center
- February 15 – Knights of Columbus Job Fair at the St. Rose Parrish Hall.
- March 20 – Experiencing Homelessness Job and Resource Fair at the Santa Rosa Veterans Building. This will be a first of its kind job fair for Job Link and we are working with local employers and service providers who want to help the disenfranchised return to the workforce. If you have a colleague, a business, or your employer would like to participate in this job fair, please reach out to Chris.

*Q. Are you planning to provide transportation to this event for homeless individuals?*

A. We do have a logistics work group and have come up with ideas and solutions to potentially provide bus tickets, provide smart train tickets, and to utilize county vans to make stops at different shelters and nonprofit organizations.

#### *Day Reporting Center*

- George is stationed at the Day Reporting Center at Probation two days a week, Wednesdays and Fridays. He has worked with justice involved clients seeking employment for six years.
- At the Day Reporting Center clients are involved in programs like cognitive behavior intervention, aggression replacement therapy, education, training, substance abuse/treatment and employment services. All are subject to chemical testing at the center. During the nine months of the program they are able to request Job Link services.
- When they meet with George they do an initial assessment to see where they are and what services they need. These could include training, job interview

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preparation, creating a resume, and how to find job leads. He then works with them through an ABC process– any job, better job, career.

- **Success Story:** Worked with a client who had never had a job before and was living in his van. After an assessment of skills and interests found truck driving as a good employment goal. Found a scholarship for funding and he received a Class A license. He received a job right away once receiving this license and has been working with that company for six years now. He recently called to thank George for his help and told him getting this job really helped turn his life around.

### OSO Update

Michelle reported that the interviews for this position have concluded and we are working with Human Resources on the hiring process. We expect to have an announcement of this position being filled soon.

### WIOA Title 2 Application Review

There are two partners that have applied to be education institutions eligible for WIOA Title II funding. We hope to have the applications reviewed by January 24.

## **V. Local Plan Update**

Michelle shared an 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 modification for each. The Regional Plan is being updated by a consultant for the NBEC region. Staff are preparing updated to the Sonoma-specific Local Plan. The first step is gathering information and feedback from the WIB, Job Link Steering Committee, partner agencies, other stakeholders, and other relevant data sources. It is important for us to demonstrate our alignment with the regional plan and focus on the coordination of the groups we work with including our core partners and other organizations that are part of the whole workforce development system. There will be 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

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- WIOA priority populations
- Equity (system inclusivity & accessibility)

Michelle asked for feedback and some of the responses are listed below.

*Q. Are there any goals and metrics that we should establish? Think about different types of goals and metrics that we might be able to change or establish as a group talking about sector initiatives.*

- Gather more numbers on diversity, equity, inclusion, and belonging on the dashboard and other initiatives we support.
- NBEC, which represents our six-**county** region, are in the process of developing a regional dashboard that are looking at metrics related to training, completion certificate, the types of certifications, and an array of other things that will be able to drill down to the local level, but also aggregate up to the regional level.
- Include accessibility in the goals and metrics component.
- Continue to have Job link services in different locations through the county to increase accessibility.
- Recognize and track populations that are vulnerable.
- Add metrics surrounding the diversity, equity, inclusion, training of staff. Prevents things like unconscious bias. Ensure DEIB is interwoven about the agency and the work they do.
- Home care versus health care. Seniors have no place to go and they are our largest homeless populations. Are they going to find a job? No, but somebody needs to take into consideration this type of information.
- Look at the hidden figures. For example, include youth that didn't make it to school and people over 70. These people are not counted in the broad areas of sectors.

*Q. Are there any particular types of skills, trainings for industries we should explore?*

*The WIB did vote to open up the different industries for training. So, it wasn't limited to hospitality, health care, and construction. Is there an area that we want to focus on for the next couple of years as we start the endemic and recovery?*

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- What about police and fire positions? Are we short with Cal Fire since they do not use inmates now? What sector would this be? Also, PG&E workers. They do not all fit into construction. This may be a place to support and help. We should ask employers – where is your shortage?
- Restaurants are closing because they cannot find staff. This is a sector issue, because fast foods can get people, but the restaurants can't. Maybe there is a need for soft skills.

*Q. Are there areas to discuss in career services and education activities? We have partnerships with education, institutions, adult education.*

- Would like to see Youth Councils and get information from that perspective. Maybe something youth related that is an ad hoc committee.
- Regional work is being done by the WIBs on micro credentialing. Like phlebotomy and CNA certificates and other jobs that are steps to high jobs
- Many local schools or districts are starting to work on what they call a graduate profile. This is an opportunity to review what sort of skills we want for our high school students to have when they graduate including soft professional skills.
- Help young people stay in Sonoma County by targeting support for youth and programs in high schools and community colleges. Advocate and coordinate connections with youth to programs that are providing career training and job assistance so young people have opportunities to stay in the county.
- Companies will train new workers, but first they need to get their foot in the door with skills to pass an interview like showing up on time and being able to communicate well.

*Q. Are there areas to discuss in business services and those partnerships? How can we strengthen workforce supports to businesses?*

- The prison to employment program for the probation population that Job Link works with has potential to move further up upstream, in connecting with those people prior to them making it into the prison system. We need to concentrate earlier on intervention in the legal system and reach out to those struggling with

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- addiction, homelessness, or whatever is causing them to offend. We may pivot at an earlier point of intervention to meet these people where they are.
- Find a unique way to get the message about Job Link services out. We hear great success stories, and learn about programs at the WIB meetings but need to get this out to the populations we serve. Maybe brochures members can pass out with quick talking points can solidify the work that is being done by you all.
  - Department of Rehabilitation is doing an initiative to prepare their consumers for government employment, so would be interested in in being involved in an initiative. This could be a type of sector work.
  - Increase Job Link presence on social media.
  - First responders and most PG&E staff are hired contractors during busy times or storms, and these folks came from Sacramento/East Bay. We do not have the workforce locally.
  - Technology companies want people living here so they can have easy access to their staff. These companies will train the people. It's the soft skills they're lacking in finding potential staff.
  - Explore advanced manufacturing as a sector. Those are typically higher paying jobs and the state of California continues to prioritize advanced manufacturing. and all of the different forms that may take, including Bio pharmaceutical manufacturing.

## **VI. Brown Act Updates**

Discussed the new Brown Act requirements around having a meeting by hybrid with the majority of attendees in person and some via teleconference with specific rules and limitations now that the public emergency has officially ended. Staff is gathering additional information for the Executive Committee who will review the new standards and make a recommendation at the March meeting. If we continue to allow some form of teleconferencing we will be required to change the WIB bylaws.

*Q. If we allow teleconferencing can the public join the meeting that way and not have to come to the office?*

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A. Yes, if we allow members to use the teleconferencing options it would need to be available to the public as well.

*Q. What about telephone call ins? Can members do that?*

A. Yes, but they would not count towards the attendance criteria.

## **VII. Diversity, Equity, Inclusion, Belonging (DEIB)**

Michelle introduced the members of the ad hoc WIB DEIB Committee: Stephen Jackson, Robin Bartholow, Judy Coffey, Ken Sprague, Erin Carlson Alena Wall, Pedro Toledo, and staff Michelle Revecho, Nina Cheek, Kate Fosburgh, and Judy Oates.

- Michelle was elected to be the chair of the committee.
- The group had their first meeting and there was a lot of good discussion around membership, recruitment, and accountability.
- Subgroup of the committee met last week to do goal setting for the team.
- The committee will submit a draft of the goals and objectives to the WIB Executive Committee for review at their February meeting.
- The next meeting of the committee will be on February 6 at 9:00 am, if anyone from the WIB would like to join you are welcome.

## **VIII. Adjourn 4:50 pm**

Next meeting: **March 8, 2023 via Zoom**

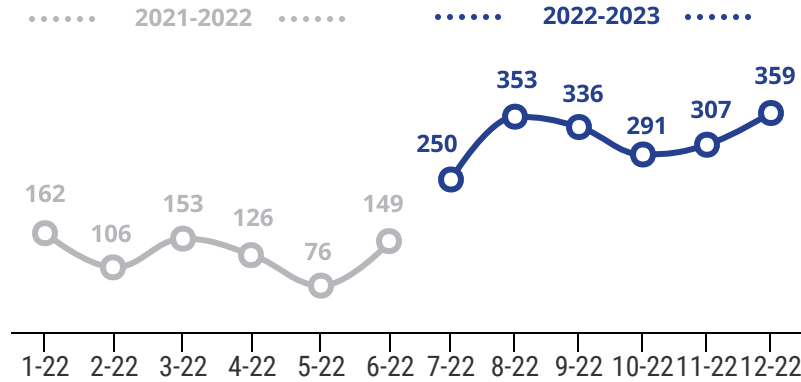
# Workforce Investment Board

Quarterly Dashboard: Second Quarter 2022-2023

## AJCC Services in Q1-Q2

### Job Link Traffic

Walk-In Visits per Month



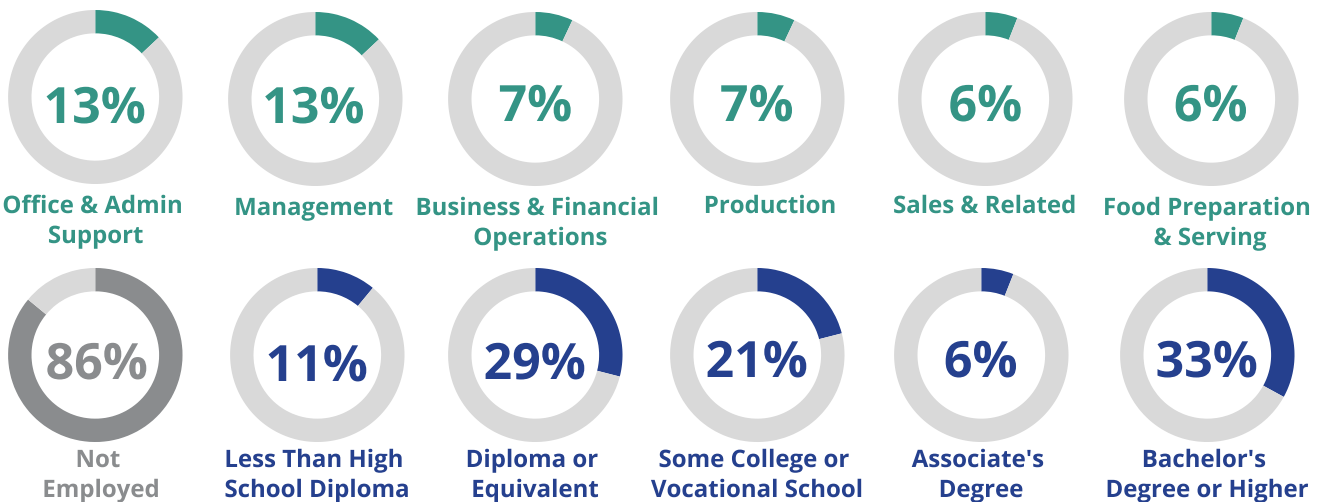
### Top Occupations in Sonoma County

By JobsEQ Forecasted Demand Over the Next 5 Years\*



### CalJOBS Registrants in Q1-Q2

Intended Occupation, Employment Status, & Education Level at Registration



\*JobsEQ, 2022 Q3

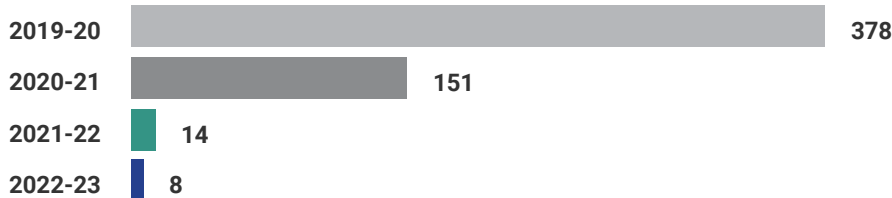
# Workforce Investment Board

Quarterly Dashboard: Second Quarter 2022-2023

## Job Link Business Services

### Layoff Aversion

Number of Layoff Response Events Hosted



Upcoming Event!



### Job & Resource Fair for Individuals Experiencing Homelessness

March 22nd, 2023; 11AM - 2PM  
Santa Rosa Veterans Memorial Building

## Youth Education & Employment Services

### Youth Work Experience

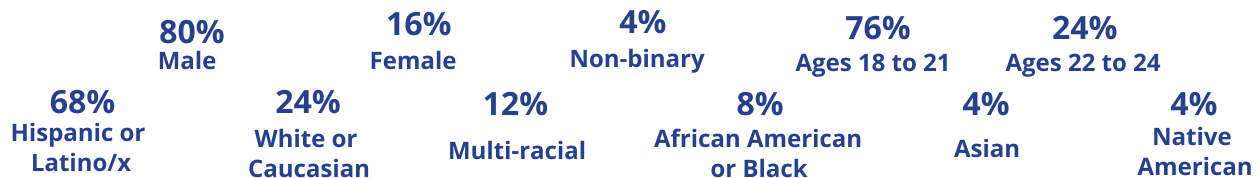
Number of Youth & Young Adults Participating in All Programs



"My favorite part of the program would probably be when we spoke to the employers and did the practice interview."  
-- SCYEC Crew Member

### Sonoma County Youth Ecology Corps (SCYEC)

Preliminary Demographics of Participants in the 2022 SCYEC Program



Total does not equal 100%; youth could select all that apply. Multi-racial indicates that youth selected more than one category.

## WIOA Levels of Service

### Levels of Service Accessed in Q1-Q2 of the 2022-2023 Program Year

#### Job Link Basic Career Services



507

CalJOBS Registrations



273

Unique Walk-In Individuals\*



196

Counselor of the Day Appointments

#### WIOA Individualized Career Services



342

Individuals  
192 New in 2022-23

#### WIOA Training & Supportive Services



76

Individuals  
21 New in 2022-23

# Workforce Investment Board

Quarterly Dashboard: Second Quarter 2022-2023

## WIOA Individualized Career Services

### WIOA Adult Customers

Number of Individuals Enrolled



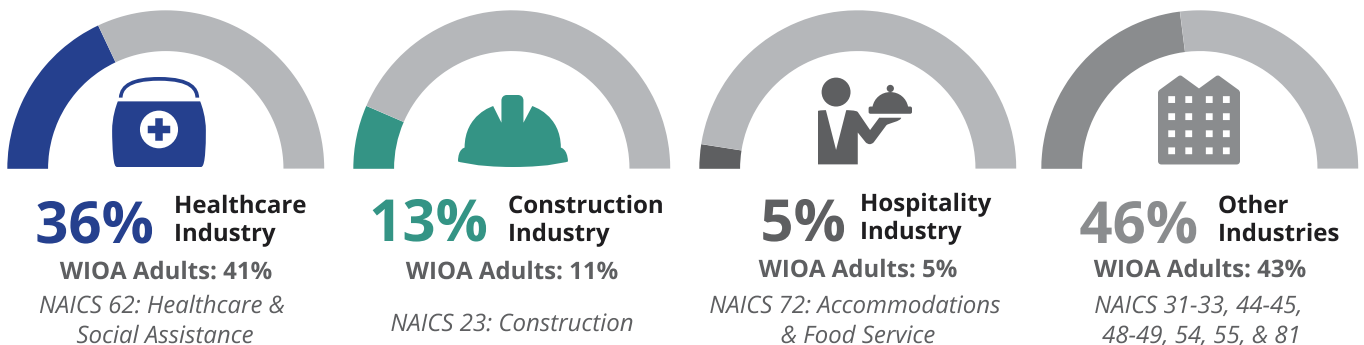
### WIOA Dislocated Worker Customers

Number of Individuals Enrolled

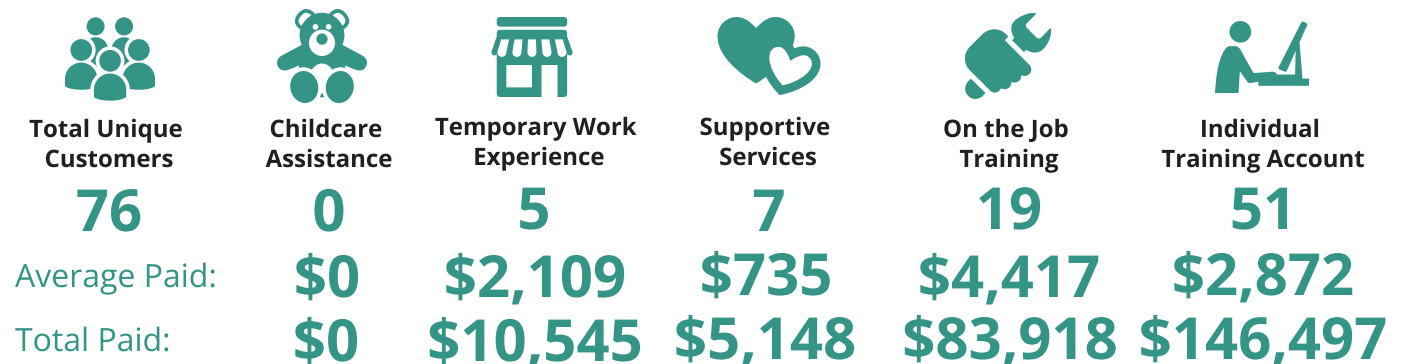


## Training & Supportive Services

Priority Industries for Training & Supportive Services in 2022-23 Q1-Q2



Total Customers Receiving Training or Supportive Services Payments in 2022-23 Q1-Q2



# Workforce Investment Board

Quarterly Dashboard: Second Quarter 2022-2023

## WIOA Adults & Dislocated Workers - Enrollment & Wages

207 ▼

Customers Enrolled  
in WIOA Program

Last Quarter: 213

88 ▼

Newly Enrolled  
WIOA Customers

Last Quarter: 90

23 ▲

Employed at Exit in  
Previous Quarter (17%)

2021-22 Q4: 19 (19%)

\$22.52 ▲

Average Wage at Exit  
in Previous Quarter

2021-22 Q4: \$21.02

## WIOA Adults & Dislocated Workers - Priority of Service



Low  
Income

66% ▲

Last Quarter: 62%



Basic Skills  
Deficient

10% ▲

Last Quarter: 6%



Getting Food  
Assistance

45% ▲

Last Quarter: 40%



Getting Cash  
Assistance

7% ▼

Last Quarter: 8%



Military  
Veterans

3% ■

Last Quarter: 3%

## WIOA Adults & Dislocated Workers - Barriers to Employment



Individuals with  
a Disability

11% ▲

Last Quarter: 9%



Underemployed

9% ▼

Last Quarter: 12%



Justice  
Involved

10% ■

Last Quarter: 10%



Homeless

13% ▲

Last Quarter: 10%



English Language  
Learner

9% ▲

Last Quarter: 5%

## WIOA Youth - Demographics



Youth Enrolled  
in WIOA

36 ▲

Last Quarter: 35



Youth with a  
Disability

50% ▲

Last Quarter: 43%



Homeless  
Youth

31% ▲

Last Quarter: 29%



Pregnant or  
Parenting Youth

17% ▲

Last Quarter: 14%



Foster Care  
Youth

3% ■

Last Quarter: 3%

Compared to Previous Period: ▲ Increase ▼ Decrease ■ No Change

Note: Number of unique cash aid customers includes those receiving Temporary Assistance for Needy Families (TANF)/CalWORKS/SonomaWORKS, Social Security Disability Insurance (SSDI), Supplemental Security Income (SSI), or General Assistance (GA).

# Workforce Investment Board

Quarterly Dashboard: Second Quarter 2022-2023

## Living Wage in Sonoma County

### Hourly Living Wage Rate

Adults Working Full Time in Sonoma County\*

One Working Adult, No Children



\$21.14/hr

Two Working Adults, One Child



\$24.15/hr

Two Working Adults, Two Children



\$30.52/hr

One Working Adult, One Child



\$44.18/hr

One Working Adult, Two Children



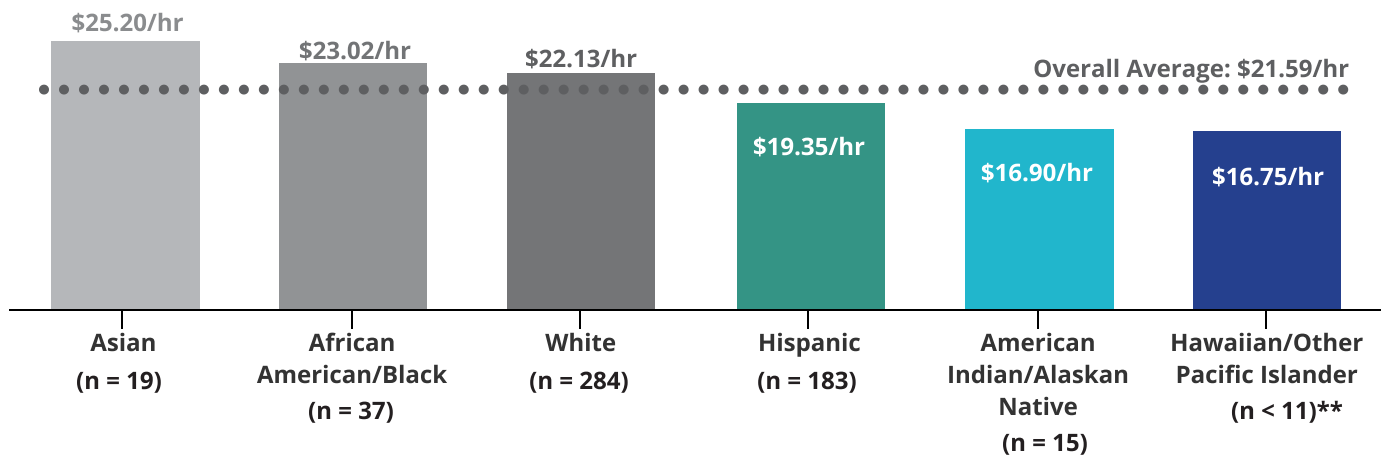
\$57.50/hr

\*Source: MIT Living Wage Calculator.

## WIOA Outcomes by Race & Ethnicity (2016-2022)

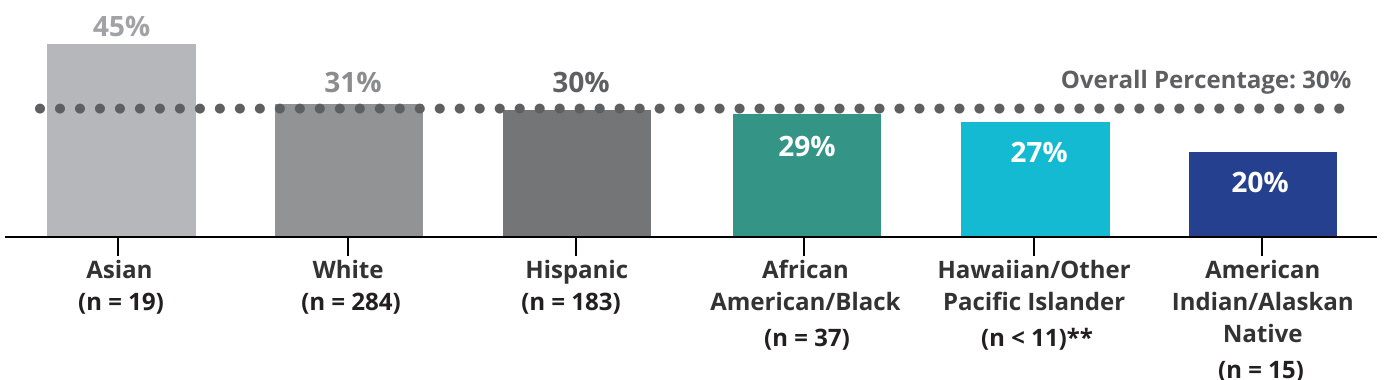
### Average Wage at Program Exit

Hourly Wages of Customers Who Reported a Job at Exit



### Employment at Program Exit

Percentage of Customers Who Reported Having a Job at Exit



\*\*Note: Interpret data with caution; due to the small number of customers (n), outcomes may not be representative. Any questions? Please email slewiscrow@schsd.org | Page 5

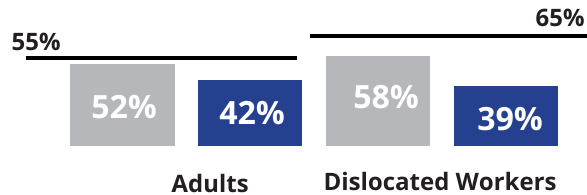
# WIOA Adult Performance Goals

Second Quarter 2022-2023

## WIOA Adult & Dislocated Worker Performance

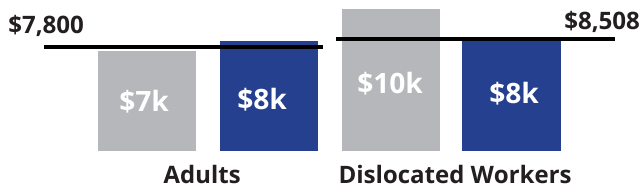
— Performance Goal    ■ Rolling Four Quarters    ■ Second Quarter 2022-2023

### Measurable Skill Gains



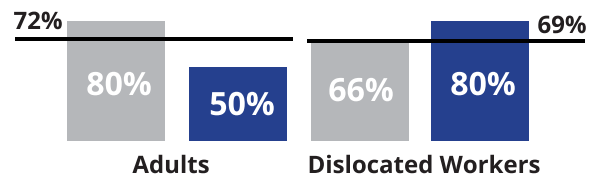
*Enrolled WIOA Adults & Dislocated Workers Making Measurable Progress (I.e. Exam, Transcript, Report Card, etc.)*

### Median Quarterly Earnings



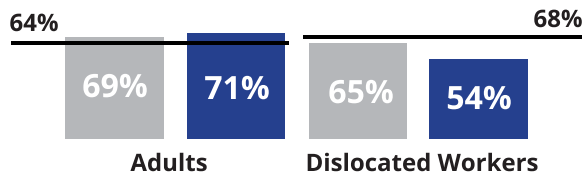
*Median Quarterly Earnings for WIOA Adults & Dislocated Workers 2nd Quarter After Exit*

### Credential Attainment



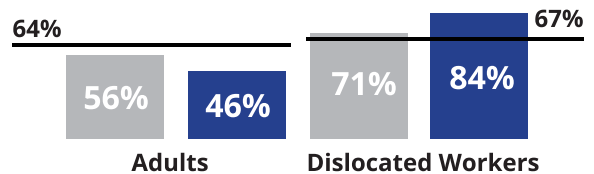
*WIOA Adults & Dislocated Workers Who Attain a Credential Within a Year of Exit*

### Employment Rate (2nd Quarter)



*WIOA Adults & Dislocated Workers Employed During the 2nd Quarter After Exit*

### Employment Rate (4th Quarter)



*WIOA Adults & Dislocated Workers Employed During the 4th Quarter After Exit*



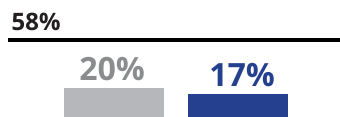
# WIOA Youth Performance Goals

Second Quarter 2022-2023

## WIOA Youth Performance

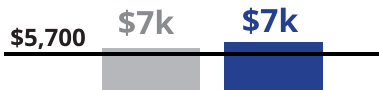
— Performance Goal    ■ Rolling Four Quarters    ■ Second Quarter 2022-2023

### Measurable Skill Gains



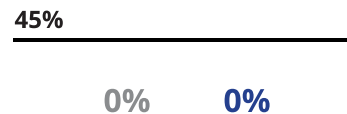
*Enrolled WIOA Youth Making Measurable Progress (I.e. Exam, Transcript, Report Card, etc.)*

### Median Quarterly Earnings



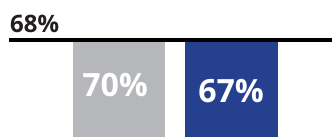
*Median Quarterly Earnings for WIOA Youth 2nd Quarter After Exit*

### Credential Attainment



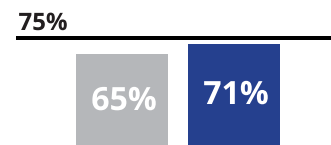
*WIOA Youth Who Successfully Completed a Training Program with a Credential Within a Year of Exit*

### Employment, Education, or Training Placement (2nd Quarter)



*WIOA Youth Employed or Enrolled in Education or Training During the 2nd Quarter After Exit*

### Employment, Education, or Training Placement (4th Quarter)



*WIOA Youth Employed or Enrolled in Education or Training During the 4th Quarter After Exit*

## Progress Report to Sonoma WIB on initiatives serving WIOA priority populations

### Initiative: Justice Involved Youth & Adults

Date: March WIB meeting, Data through January 2023

- ▶ Partnership with Sonoma County Probation and Sherriff's Departments, CBOs and Human Services Departments
- ▶ Funding: P2E grant funds, AB 109 grant funds, WIOA formula funds
- ▶ Staffing: E&T Program Coordinator supported with grant funds; All ETC staff time absorbed by P2E and WIOA formula funds
- ▶ Timeframe: P2E funds expire March 2022, AB 109 end June 30, 2022
- ▶ Target: 60 job seekers with justice system involvement enrolled/served in Adult/DW/other
- ▶ Process Objectives: Referral process developed and institutionalized. Participants enrolled in WIOA, receiving individualized services. Project is steered by collaborative involving Day Reporting Center staff, Sergeant at MADF, Job Link, CBOs, employers, and participant representative. Job Link Business Services provides Job Development services as needed.
- ▶ Output/Outcome Goals: 100 individuals referred to Job Link. 60% successfully enrolled in WIOA services. 60% employed at program exit.

Update through January 2023		
Number enrolled to date	58	Includes any participant with justice involvement
Training/supportive services funding utilized	Training: \$4,734.50	
Outreach Activities	<ul style="list-style-type: none"> <li>• Outreach via our partner agencies that are referring justice-involved individuals through our pilot program for individuals who are unsheltered</li> <li>• Outreach conducted during monthly virtual PACT meetings (Parole and Community Team) in October-February to inform parolees about Job Link services</li> <li>• Ongoing communication with probation officers at DRC as well as with local jail staff to encourage referrals</li> </ul>	
Business Engagement	<ul style="list-style-type: none"> <li>• Identifying and connecting with employers who are hiring and are second chance employers to help connect job seekers with these employers through Job Link's business services team, as well as through the partnership with the business services program manager at the Economic Development Board.</li> </ul>	
Service Provided	<ul style="list-style-type: none"> <li>• Job Search</li> <li>• Creating and reviewing resumes</li> <li>• Interview Prep</li> <li>• Career assessments</li> </ul>	

Total individuals referred	81	Referrals received from Day Reporting Center, Probation Officers, CBOs, Health Services, walk-ins, etc.
Total individuals employed at exit for time period October 2022 – January 2023	4	Participants obtained or retained employment in various industries and occupations.  Participants may continue to receive services and support, not necessarily exited yet
Requests of WIB	<ul style="list-style-type: none"> <li>• Work experience placements</li> <li>• Enrichment activities (i.e. mock interviews)</li> </ul>	

## Progress Report to Sonoma WIB on initiatives serving WIOA priority populations

### Initiative: Foster Youth

Date: March WIB meeting, Data through February 28, 2023

- ▶ Partnership with Family, Youth & Children’s Services, CBOs, employers
- ▶ Funding: Realignment funding (“STAY”), WIOA formula funds
- ▶ Staffing: All staff time absorbed by TANF funding
- ▶ Timeframe: TANF funding is continuous, STAY funding is also continuous depending on utilization and outcomes.
- ▶ Target: 30 Foster Youth enrolled/served in WIOA Title 1 or other employment services program through Job Link.
- ▶ Process Objectives: Referral process developed and institutionalized. Participants enrolled in WIOA or other employment services program through Job Link, receiving individualized services. Project is steered by collaborative involving Job Link, CBOs, employers, and participant representative. Business Services provides Job Development services as needed. Additional funding developed to cover disallowed expenses. Other grants, e.g. P2E are leveraged on a routine basis.
- ▶ Output/Outcome Goals: 15 foster youth referred to Job Link by CBOs. 50% successfully enrolled in WIOA Title 1. 68% employed at program exit. 13% Enrolled in education and/or training

Update – (through February 2023)	
Target for enrollment July 2022 through June 2023	30
Number enrolled to date	25
Training/supportive services funding utilized Non-discretionary funding utilized Other grant funding leveraged	<ul style="list-style-type: none"> <li>• \$7,680 temporary work experience training/\$410 supportive services funding</li> <li>• \$34,921.79 non-discretionary funding</li> </ul>
Outreach Activities	<ul style="list-style-type: none"> <li>• SAY staff are co-located in many Santa Rosa high schools, Juvenile Probation Camp, VOICES, Teen Services Sonoma, and the Sonoma Valley Boys &amp; Girls Club. Their Street Outreach Team connects homeless young people to services.</li> <li>• HSD staff also in regular communication with FYC Division regarding opportunities for foster youth.</li> <li>• CCNB/HSD increasing outreach to CBO’s and in social media to increase programs enrollment</li> <li>• Job Link staff connected with CASA of Sonoma County and will be presenting to staff in the coming weeks to talk about MPP and SCYEC</li> </ul>
Business Engagement	<ul style="list-style-type: none"> <li>• Job Link Business Services &amp; Youth Programs staff have connected with numerous (10+) businesses/agencies open to hiring young people, including foster youth, on a permanent or temporary basis</li> <li>• First youth/foster youth intern hired at Job Link now coming to end of 6-month placement. Recruitment underway for a potential second intern</li> </ul>

	<ul style="list-style-type: none"> <li>• One STAY intern with Regional Parks, extending his internship an additional 6 months</li> <li>• Increase in STAY enrollments in SCYEC</li> </ul>
Supportive Services provided	<ul style="list-style-type: none"> <li>• Transportation assistance (\$290)</li> <li>• Post-Secondary Educational Materials (\$100)</li> <li>• Job interview clothing voucher (\$20)</li> </ul>
Total individuals employed at exit	N/A
Other exits	N/A
Requests of WIB	<ul style="list-style-type: none"> <li>• Provide work experience opportunities for foster youth</li> <li>• Participate in youth enrichment events (e.g., mock interviews)</li> <li>• Promote youth programs in the community</li> </ul>

## Progress Report to Sonoma WIB on Initiatives Serving WIOA Priority Populations

### Initiative: Unhoused Pilot

Date: March WIB Meeting, Data Through February 2023

- ▶ Partnership with local community providers serving unhoused individuals
- ▶ Funding: WIOA formula funds, P2E grant, outside donations
- ▶ Staffing: All staff time absorbed by WIOA formula funds
- ▶ Timeframe: Ongoing
- ▶ Target: 40 unhoused job seekers referred by CBO partners enrolled in WIOA Title 1
- ▶ Process Objectives: Referral process developed and institutionalized. Participants enrolled in WIOA, receiving individualized services. Project is steered by collaborative involving Job Link, CBOs, employers, and participant representative. Business Services provides Job Development services as needed. Additional funding developed to cover disallowed expenses. Other grants, e.g. P2E are leveraged on a routine basis.
- ▶ Output/Outcome Goals: 103 individuals referred to Job Link by CBOs. 47% successfully enrolled in WIOA Title 1. 37% employed. 24% employed at program exit.

Update – through February 2023	
Total individuals referred	103
Target for enrollment	40
Number enrolled to date	48 <ul style="list-style-type: none"> <li>• New strategies have led to a significant improvement in our ability to establish and maintain communication with customers.</li> </ul>
Mock Interview Days	<ul style="list-style-type: none"> <li>• 10 Mock interview days held</li> <li>• 64 clients have practiced interviewing, some multiple times</li> <li>• 12 volunteers from a variety of industries have conducted mock interviews</li> </ul>
Homeless Job and Resource Fair	<ul style="list-style-type: none"> <li>• Collaborated with over 25 community partner organizations to present a Job and Resource Fair for participants experiencing housing insecurity and homelessness.</li> <li>• Distributed survey to potential attendees asking what resources and employers they would like to see at the event.</li> <li>• Recruited 21 businesses and 28 homeless services agencies to participate in the Fair providing requested employment opportunities and resources to attendees.</li> <li>• Promoted the event through a variety of means including live and Zoom presentations at encampments and agencies serving participants., flyers and written materials, social media, and public service announcements.</li> </ul>

	<ul style="list-style-type: none"> <li>• Created flyer and posters that have distributed to providers and agencies throughout the county.</li> <li>• Sunrise Rotary through Steve Herron has donated funds to provide 300 lunches and funds for 150- \$25 Target gift cards that will be given away at the Fair.</li> </ul>
Outreach Activities	<ul style="list-style-type: none"> <li>• Established Homeless Pilot Workgroup formal referral process</li> <li>• Conducted multiple site visits to over 10 homeless service providers, giving presentations, and informally interacting with staff and clients.</li> <li>• <a href="#">Op-Ed article in the Press Democrat</a></li> <li>• Participant survey conducted to gather client perspectives and improve services</li> <li>• Connected with staff from Supervisors Hopkins, Coursey and Rabbitt offices who will promoting the event through their social media channels.</li> </ul>
Business Engagement	<ul style="list-style-type: none"> <li>• Met with Mary's Pizza owners around OJT and TWEX for unhoused.</li> <li>• Job/Resource Fair planning underway with 21 employers committed to participate at the event.</li> <li>• Coordinating all OJT/TWEX stuff with Goodwill via homeless pilot</li> </ul>
Supportive Services provided	<ul style="list-style-type: none"> <li>• Gift cards, gas cards, bus tickets, work clothing and shoes, car repairs, Live Scan fees</li> </ul>
Requests of WIB	<ul style="list-style-type: none"> <li>• Provide Temporary Work Experience (TWEX) opportunities</li> <li>• Participate in enrichment activities (i.e. mock interviews)</li> <li>• Help with fundraising to continue offering gift cards or funds for immediate needs as referrals start work such as work boots, transportation assistance.</li> <li>• Support the Job Fair by attending the upcoming March 22<sup>nd</sup> event.</li> </ul>

# BYLAWS

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## SONOMA COUNTY WORKFORCE INVESTMENT BOARD

**Adopted: March 8, 2023**



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**SONOMA COUNTY  
WORKFORCE INVESTMENT BOARD  
BYLAWS**

**ARTICLE I  
PURPOSE AND FUNCTIONS**

**A. AUTHORIZATION**

The name of the organization shall be Sonoma County Workforce Investment Board and shall serve as the Workforce Development Board for the local area of Sonoma County, hereinafter referred to as the WIB.

The purpose of the WIB is to set policy and exercise oversight for the workforce development system in Sonoma County in coordination with activities conducted under the Workforce Innovation and Opportunity Act of 2014, Public Law 113-128, and hereinafter referred to as WIOA.

**B. FUNCTIONS**

The WIB has the responsibility to set policy and exercise oversight for workforce development in Sonoma County, as outlined above. The Board of Supervisors, hereinafter referred to as BOS, appoints members to the WIB based on recommendations of the WIB Executive Committee.

The functions of the WIB shall be in accordance with the WIOA and are as follows:

- With approval from the BOS, develop and submit a local workforce development plan for Sonoma County.
- Conduct workforce research and regional labor market analysis to assist in the development and implementation of the local plan.
- Convene workforce development system stakeholders in the development of the local plan and identify resources to leverage support for workforce development.
- Engage with a diverse range of employers and entities in the region to promote business representation and ensure the effective provision of services to support those employers.
- Develop and implement career pathways with education partners by aligning employment, training, education, and supportive services.
- Identify and promote proven and promising workforce development practices in the local area.
- Use technology to maximize accessibility and effectiveness of the local workforce development system.

- With approval from the BOS, conduct oversight for local Youth and Adult programs of workforce investment activities, employment and training activities, and the Job Link one-stop delivery system, which provides access to career and training services, programs, and activities, through a physical center, a network of one-stop partners, and via electronic means.
- Delegate Sonoma County Human Services Department to develop the budget for workforce development activities of the WIB, as stated in the BOS-WIB Memorandum of Understanding.
- In partnership with the California Workforce Development Board, negotiate and reach agreement on local performance accountability measures.
- Identify eligible providers of training, career, and youth services in the local area by awarding grants or contracts on a competitive basis, as required.
- Coordinate activities with education and training providers in the local area.
- Assess Job Link one-stop delivery center accessibility for individuals with disabilities, as required.
- Meet all other applicable laws or regulations when directed by the California Workforce Development Board or its administrative agencies.

**ARTICLE II**  
**MEMBERSHIP**

**A. MEMBERSHIP AND APPOINTMENT**

As authorized under WIOA, Sec. 107, membership of the WIB is established to be composed of at least 19 members or more, in the percentages that follow:

1. Business representatives shall constitute a majority of WIB membership and must include two or more members that represent small business as defined by the U.S. Small Business Administration.
2. Representatives of the workforce shall constitute at least 20% of WIB membership, including representatives of labor organizations, which must constitute at least 15% of WIB membership.
3. The board shall include at least one of each of the following:
  - adult education/literacy representative
  - vocational rehabilitation representative
  - higher education representative
  - Wagner-Peyser representative
  - economic development agency representative

The following criteria will be used for membership appointments:

1. Business members must be in positions with a high degree of policymaking and hiring authority within the business they represent. Their business must provide employment opportunities with high quality work-relevant training and development in local in-demand industry sectors or occupations.
2. Education members will be selected from candidates nominated by regional or local education agencies, institutions, or organizations.
3. Labor members will be selected from candidates nominated by local labor federations, including a representative of an apprenticeship program. If the local labor federations fail to nominate enough members to reach 15% of WIB membership, then the requirement shall be 10% of WIB membership, as stated in CUIC Sec. 14202.
4. Representatives of the workforce, which must constitute 20% of WIB membership, include labor members and may also include representatives of organizations, including community based organizations with experience and expertise in addressing barriers to employment, including organizations that serve veterans, individuals with disabilities, or eligible youth, including out of school youth.
5. Governmental and economic development members will be selected from candidates nominated by local and state economic development and employment agencies.

All potential WIB members will submit an application for review by the WIB Executive Committee. Applications that are approved will be forwarded to the BOS for appointment to the WIB.

#### B. TERMS OF APPOINTMENT

WIB members shall be appointed to an initial term of one (1) year. All re-appointments shall be for a term of two (2) years. This staggering of appointments ensures only a portion of memberships expire in a given year.

### **ARTICLE III DUTIES OF MEMBERS**

#### A. ATTENDANCE

Members shall attend meetings of the WIB and of committees to which they are appointed.

The Executive Committee shall routinely review member attendance. WIB members who miss more than two (2) consecutive regular WIB meetings will prompt an Executive Committee membership review and possible action. A leave of absence for a specified time period may be requested in writing to the WIB Chair, and will be evaluated on a case-by-case-basis by the Executive Committee.

**B. REQUEST TO ATTEND MEETING USING REMOTE TECHNOLOGY**

Members shall notify the WIB Chair and WIB staff no later than 5:00 PM of the day before of a request to attend the meeting using teleconference technology. In accordance with AB 2449, remote attendance at WIB meetings is only permitted if members have a “just cause” criterion: a physical or family emergency; family child care or caregiving need; contagious illness; physical or mental disability not otherwise accommodated; or while traveling on official business. No member can participate solely by teleconference for more than two meetings per year. WIB staff shall provide members with the teleconference access information upon request. Members who attend WIB meetings by teleconference due to a valid just cause reason will be considered “present” but will not count towards a quorum.

**C. SERVICE ON COMMITTEES**

Each member should actively participate in WIB meetings and shall serve on committees or be assigned individual projects, as necessary.

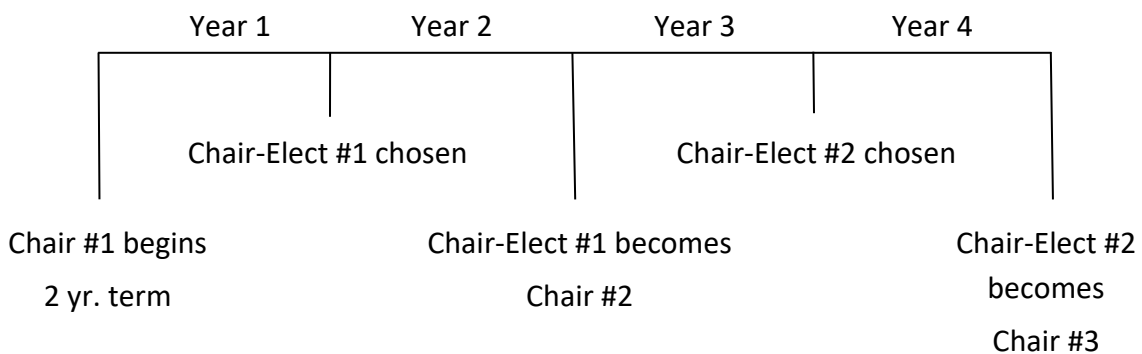
**ARTICLE IV  
OFFICERS**

**A. OFFICERS**

Officers of the WIB hold authority to preside at WIB meetings and represent the WIB at public functions. Officers of the WIB shall be the Chair, the Chair-Elect and the Past-Chair.

**B. TERMS OF OFFICE**

The Chair-Elect shall serve a one year term, after which they will assume the role of Chair. The Chair shall serve a two year term, and the Past-Chair shall serve a two year term.



**C. CHAIR-ELECT**

The Chair-Elect shall be a representative from the Business membership category who shall succeed the Chair.

1. The Chair-Elect shall perform the duties of the Chair in his or her absence.

2. If the Chair seat becomes vacant, the Chair-Elect shall succeed to the Chair seat for the balance of term of office.
3. Election of the Chair-Elect will take place every two years on a schedule that is staggered with the Chair's term of office. Therefore, when the current Chair finishes the first year of their term, the Chair-Elect will be chosen. The Chair-Elect will serve in that role for one year before assuming the role of Chair as illustrated above.

**D. CHAIR**

The WIB Chair shall be a representative from the Business membership category. The duties of the Chair shall be to preside at WIB meetings, decide points of order, announce all business, entertain motions, put motions to vote, and announce vote results. The Chair:

1. May appoint and/or remove, all committee Chairs and members.
2. May call special meetings of the WIB.
3. Shall represent the WIB at public functions.

**E. PAST-CHAIR**

The Past-Chair shall be the immediate past WIB Chair.

1. The Past-Chair shall perform duties of the Chair in the absence of both the Chair and the Chair-Elect. The Past-Chair shall also perform duties of the Chair, in the absence of the Chair, during the first year before the next Chair-Elect has been chosen.

**ARTICLE V  
MEETINGS AND ACTIONS**

**A. REGULAR MEETINGS**

1. The WIB, or the Executive Committee, shall annually adopt a schedule of regular WIB and Executive Committee meetings and transmit that schedule to members, the Board and the public at large.
2. Regular meetings may be canceled either by the Chair or by a majority vote at a duly-constituted meeting.
3. Alternate dates for the regular meeting may be set either by the Chair, if ten (10) working days' notice is provided to all members, or by a majority vote at a duly-constituted meeting.

**B. SPECIAL MEETINGS**

Special meetings may be called either by the Chair or at the request of a majority of WIB members.

**C. NOTICE OF MEETINGS**

Notice of WIB meetings, specifying time, date, location and agenda, shall be provided, in writing or electronically, to WIB members and the public in accordance with the Brown Act.

**D. PUBLIC MEETINGS**

All meetings of the WIB shall be open to the public, called, and conducted in conformity with the provisions of the Brown Act.

**E. MINUTES**

The recording secretary shall record in the minutes: the time and place of the meeting, members who are present; time and name of members who join the meeting late or leave the meeting early; official acts of the WIB; and the number of votes of members, ayes, noes, and abstentions. When requested by a member, his or her dissent or approval, and reasons, shall be recorded. When a member abstains due to a conflict of interest, his or her abstention and the reasons shall be recorded. The minutes shall be presented for approval at the succeeding regular meeting.

**F. QUORUM**

1. For purposes of conducting a meeting of the full WIB, a quorum of the WIB shall be 50% of the total number of members who have been duly appointed to the WIB attending in person at a single location identified on the agenda.
2. For purposes of voting on policy or contract issues, WIB members who have disqualified themselves due to a conflict of interest will not affect the determination of a quorum.

**G. MAJORITY RULE**

Actions brought before the WIB shall require a majority vote of the members at any duly-constituted meeting except as otherwise provided by these Bylaws.

**H. RULES OF ORDER**

The current version of Robert's Rules of Order, Newly Revised, shall guide the WIB in all proceedings, except as otherwise provided for in these Bylaws.

**I. USE OF TECHNOLOGY**

Alternative technology means, such as telephone or video or digital conferencing, may be used at board and committee meetings as permitted by the Brown Act as amended by AB 2449 effective January 1, 2023.

**ARTICLE VI**

**EXECUTIVE COMMITTEE**

**A. EXECUTIVE COMMITTEE PROVISIONS**

1. There shall be an Executive Committee comprised of:

- The Chair of the WIB
  - The Chair-Elect of the WIB
  - The Past-Chair of the WIB
  - The Chair of each standing committee
  - A representative from Labor selected by WIB Labor representatives
  - Any other WIB members designated at the discretion of the Chair
  - The WIB Director, ex-officio, non-voting member
2. The Executive Committee shall hold meetings at the request of the Chair, or the WIB Director. 50% of the voting members of the Executive Committee shall constitute a quorum.
  3. When circumstances demand that action be taken in less than the time required to call a Special Meeting of the WIB, the Executive Committee is authorized to take action on behalf of the WIB. Executive Committee actions are subject to review by the WIB at its next meeting.
  4. The Executive Committee shall review the Bylaws annually and may suggest amendments to the WIB.
  5. The Executive Committee shall recruit, review applications, and recommend new WIB members to the BOS.
  6. The Executive Committee shall routinely review member attendance at WIB and Committee meetings.
  7. The Executive Committee shall review the membership of the WIB Executive Committee on an annual basis. In addition to fulfilling membership requirements, this review shall also analyze each committee member's time served with a focus on rotating leadership roles among the whole of the WIB membership.

**ARTICLE VII  
COMMITTEES**

**A. GENERAL COMMITTEE PROVISIONS**

1. The WIB may appoint standing committees as designated in Section B of this Article.
2. Each WIB member is expected to serve on standing committees, special projects, or at events, as needed.
3. All standing committee meetings shall be subject to the provisions of the Brown Act.

**B. STANDING COMMITTEES**

1. The Executive Committee is responsible for taking action under Article VI.



2. The Job Link Steering Committee shall be responsible for operational oversight of the one-stop center. The committee shall ensure that Job Link will offer services through a simplified and coordinated delivery system that is customer driven, provides high quality service, and has strong accountability. Members of the Job Link Steering Committee shall be representatives of the required one-stop partners as listed under WIOA and representatives of the other co-located Job Link partners. Each agency's Director or Designee shall appoint the representative of each partner. Members in the Job Link Steering Committee may include individuals who are not WIB members. Job Link Steering Committee will follow all other procedures as stated in these Bylaws.
3. The Youth Committee, if convened, will work to promote youth programs that support education, training and career development opportunities, develop work-linked learning opportunities for youth, and align opportunities with identified business needs to develop a skilled workforce. The Youth Committee membership may include WIB members, youth employers, and other community-based organizations with a demonstrated record of success in serving eligible youth.
4. The Executive Committee may appoint other standing committees as necessary.
5. To facilitate communication and continuity of decision making between the WIB and its committees, all committee Chairs must be WIB members.

#### C. AD HOC COMMITTEES

In addition to the standing committees, the WIB Chair may establish Ad Hoc Committees.

1. Membership in Ad Hoc Committees may include individuals who are not WIB members.
2. Ad Hoc Committees may be established to accomplish time-limited tasks that support the goals of the WIB.

#### D. COMMITTEE SIZE

Committee size may be established by the Executive Committee or by amendment to these Bylaws. A quorum of a committee shall be 50% of the appointed committee members.

#### E. COMMITTEE REPORTS

Committees shall report progress and recommend actions, when appropriate, at WIB meetings.

#### F. COMMITTEE AUTHORITY

1. Except as outlined below, no standing or ad hoc committee shall have independent authority to commit the WIB to policy or action without approval of the WIB.
  - a. As specified in Article VI above, the Executive Committee has the authority to take emergency action on behalf of the WIB and the authority to make recommendations to the BOS for the appointment of new WIB members.
2. A committee may adopt recommendations to the WIB by majority vote of members in attendance after a quorum has been established.

G. TERMS OF APPOINTMENT

Terms of appointment to standing committees shall be for two years; for Ad Hoc committees, terms of appointment shall be for the period of time required to fulfill the committee's purpose. Chairs of each standing committee shall be elected every two years by a vote of committee members.

H. CONSULTANTS TO COMMITTEES

When appropriate, committees may call on other knowledgeable individuals to act as consultants on the committee level. Said individuals shall not have voting privileges.

**ARTICLE VIII**

**CONFLICT OF INTEREST**

A. COMPLIANCE

WIB members shall comply with conflict of interest laws set forth in the Political Reform Act as well as the WIB Code of Conduct and Conflict of Interest Policy.

**ARTICLE IX**

**RESIGNATION, REMOVAL, AND REINSTATEMENT OF MEMBERS**

A. RESIGNATION

Resignation of WIB members should be documented in writing and submitted to the WIB Chair by default.

B. REMOVAL

The Chair or WIB Director shall recommend to the WIB Executive Committee the removal of any member(s) based on any of the reasons listed below. Removal of a member shall require a majority vote of the WIB Executive Committee, with a quorum being present.

1. Member ceases to be representative of the category for which appointment was made. Member may be required to resign or will be requested to submit a new application to continue membership. At the discretion of the WIB Executive Committee, member may continue to act as representative until the end of the fiscal year.
2. Member fails to comply with the Conflict of Interest provisions outlined in Article VIII.
3. Member does not meet attendance requirements as specified in Article III. WIB members absent from two (2) consecutive regular full WIB meetings without notification or more than three (3) consecutive regular standing committee meetings without notification will be contacted in writing. In addition, the Chair will make a good

faith effort to contact the member regarding their absenteeism. WIB members absent from three (3) consecutive regular full WIB meetings or four (4) consecutive regular standing committee meetings will be considered to have a substantial pattern of absences and be recommended for removal by the WIB Executive Committee.

**C. REINSTATEMENT**

1. A removed member shall be allowed to explain any compelling reasons as to why the Executive Committee should reconsider their committee or WIB membership.
2. Upon recommendation from the Chair and Executive Committee action, the WIB Director shall have the authority to reinstate a removed member.

**ARTICLE X**

**STAFF SUPPORT**

As provided in the agreement between the WIB and the BOS, the Local Workforce Area administrative entity shall provide staff support for the WIB and all committees. Staff shall:

1. Prepare and distribute agendas and other materials, submit recommendations for WIB consideration and, as appropriate, participate in discussions on items before the WIB.
2. Provide for necessary staff, budgetary, legal, and administrative services to carry out the programs, policies, and directives of the WIB and the BOS.
3. Prepare administrative reports required by the BOS or other governmental agencies.
4. Maintain an official membership list, attendance records, records of all proceedings, minutes of all public meetings and other documents of the WIB and its committees.
5. Orient and train new WIB members as needed.

The WIB Director or staff designee shall be an ex-officio non-voting party to all meetings of the WIB.

**ARTICLE XI**

**BYLAWS**

**A. ADOPTION**

An affirmative vote of one half (1/2) of those voting, a quorum being present, shall be required to adopt these Bylaws.

**B. IMPLEMENTATION**

Following adoption, the WIB shall move to implement the requirements of these Bylaws.

#### C. AMENDMENTS

Any WIB member or the WIB Director may propose amendments to the Bylaws.

1. Proposed amendments shall be submitted in writing and made available to each WIB member no less than five (5) days prior to consideration before a vote can be taken.
2. An affirmative vote of one half (1/2) of those voting, a quorum being present, shall be required to amend these Bylaws.

#### D. REVIEW

At least annually, and otherwise as needed, the Executive Committee shall review the WIB's Bylaws for appropriateness of language, content and possible amendments.

#### E. STANDING OF BYLAWS

Nothing in these Bylaws may, nor shall they be construed to, take precedence over Federal, State, or local laws or regulations.

#### F. SEVERABILITY

If any part of these bylaws is held to be null and/or void, the validity of the remaining portion of the bylaws shall not be affected.