

SONOMA COUNTY  
 **WORKFORCE  
 INVESTMENT BOARD**

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

**Executive Committee  
 March 12, 2025  
 2:00 pm to 2:45 pm**

**Note Location ⇨ ⇨**

2227 Capricorn Way, Santa Rosa  
 Santa Rosa Room

**\*Vote Required**

- I. **Public Comment (2:00)** *(Discussion)*
- II. **Approve Minutes of January 8, 2025 (2:02)** *(Action\*)*
- III. **WIB Business (2:05)** *(Discussion/Action\*)*
  - A. Attendance\*
  - B. Finance\*
    - i. Move Funding from Dislocated Worker to Adult\*
    - ii. High Performing Board\*
  - C. Retreat Next Steps\*
  - D. Membership\*
  - E. Industry Sectors Ad Hoc Committee Update\*
  - F. DEIB Ad Hoc Committee
  - G. Monitoring Update\*
- IV. **Prepare for Next WIB Meetings (2:40)** *(Discussion)*
- VII. **Upcoming WIB Executive Committee Meetings and WIB Meetings** *(Discussion)*

April 9, 2025	Executive Session:	4:00 pm to 5:00 pm	In person / Zoom As Needed
May 14, 2025	Executive Session:	2:00 pm to 2:25 pm	In person / Zoom As Needed
May 14, 2025	Full Session:	3:00 pm to 5:00 pm	In person / Zoom As Needed
- V. **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 8, 2025**

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

**Members Absent:** none

**WIB Staff:** Charity Doronila, Carol McHale, Michelle Revecho and Maureen Fifer

\* Indicates members who arrive late or leave a meeting early. <sup>z</sup> Indicates member attended via Zoom.

**I. Public Comment**

Meeting was called to order at 2:00 pm. There was no public comment.

**II. Approve Minutes of December 11, 2024**

**Motion to approve Minutes of December 11, 2024: Scott Kincaid / Stephen Jackson Approved** (Brandy Evans, Stephen Jackson, Scott Kincaid, Michael Pickens, and Ananda Sweet.) There were no abstentions. There were no “nay” votes. The motion carried.

**Absent:**

**III. Introduction of New Director:** Brandy Evans welcomed the new Director, Charity Darinola, who shared her background, experience, and commitment to the community. Board members then took turns introducing themselves.

**IV. WIB Business**

- A. Membership – At this time there is no update as the meeting is 1/16/25. Stephen Jackson provided some background on the Membership Committee and expressed that the committee is seeking guidance on the direction Charity Doronila envisions for both the committee and the Board. Charity shared that this would take some time, but her focus will definitely be helping the community.
- Brian Purtill has resigned effective January 9, 2025, as he is retiring, and today marks his last day. The Membership Committee reported that a new individual has applied to join. Thomas

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Stuebner also resigned, effective December 31, 2024. Gary Beerbower, Sean Nunez, and Marlyn Garcia are the three new members joining, with the Board of Supervisors (BOS) item scheduled for January 28, 2025. Additionally, a discussion on the bylaws is planned for the next meeting on January 16, 2025.

**V. Move Funding from Dislocated Worker to Adult** Carol stated that this request was moved to February or even maybe March Executives Meeting. Carol explained the division of the funds. The moving of funds would be from dislocated to Adult.

**VI. Ad Hoc Committee Updates**

**A. WIB Membership Committee**

The Membership Committee meeting will meet January 16<sup>th</sup> to discuss the following items.

- Replacement for Mr. Stuebner’s seat.
- Status of an unemployed WIB member on the Board.
- Open seats.
- Unassigned seats.

**B. DEIB Committee**

The DEIB Ad Hoc Committee will meet on February 6.

Data Goal Objectives:

1. Develop metrics to evaluate DEIB efforts (board diversity, program demographics).
2. Gather input from Human Services staff.
3. Incorporate community feedback.

**C. Industry Ad Hoc Committee**

First meeting will be held January 22.

**VII. Prepare for Next WIB Meetings**

Here is the revised content in paragraph form, suitable for meeting minutes:

Items for the March WIBE agenda currently include the following: Support of the transfer of funds and questions we may anticipate; a presentation and adoption of the Local and Regional Plan, which is due in April 2025. Guidance from the state has been received, and the full plan will be brought to the board in March for review. Stephen Jackson inquired if ideas from the

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Retreat would affect the Regional Plan, and Michelle Revecho explained that it would complement the plan. Stephen Jackson requested that Michelle Revecho elaborate on how the plan could be complemented during the next meeting.

The March meeting will also feature the Dashboard report and program updates. Michelle Revecho invited the Executive Committee to suggest additional items. Stephen Jackson mentioned that EDC is working on a career exploration platform, and Michelle Revecho noted that Jack K. had discussed this with her. Judy Coffey suggested providing highlights on financial presentations to the board, as prior presentations were too early or overly detailed.

Brandy Evans brought up workforce efforts, emphasizing the importance of knowing what is being done and offering to provide a contact. She expressed concerns about duplicated efforts and asked others to share contacts suitable for the panel. Brandy Evans also inquired about updates on the Broadband program. Michelle Revecho shared that the funding consists of grants available for application but was uncertain about Sonoma's status regarding the plan. She committed to researching the Digital Broadband Equity initiative. Michael Pickens noted ongoing efforts for road coverage from Bakersfield to Eureka, while Scott Kincaid highlighted that Starlink now offers coverage everywhere. However, Michael Pickens pointed out that Starlink's coverage quality remains a concern.

Finally, the board discussed other ideas for the March meeting. Ananda Sweet emphasized the value of real-life examples, noting that they generate the best feedback.

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

February 12, 2025	Executive Session: 2:00 pm to 2:50 pm	In person / Zoom As Needed
March 12, 2025	Executive Session: 2:00 pm to 2:25 pm	In person / Zoom As Needed

**IX. Adjourn**

2:36 pm meeting was adjourned.

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## WIB Attendance 12 Months

	Dates							Present	%	Absent	%
	3/13/24	5/8/24	7/10/24	9/11/24	10/2/2024 Retreat	11/13/24	1/8/25				
Brown, Ethan	P	P	P	A	P	P	P	6	86%	1	14%
Carlson, Erin	P	P	P	P	P	P	A	6	86%	1	14%
Coffey, Judy	P	P	P	A	P	P	P	6	86%	1	14%
Davis, Brad	P	A	P	P	P	A	P	5	71%	2	29%
Duranczyk, Paul	A	P	A	P	A	P	P	4	57%	3	43%
Evans, Brandy	P	P	P	P	P	P	P	7	100%	0	0%
Ganzler, Louis	X	X	P	P	A	P	A	3	100%	2	0%
Holloway, Kristina	P	A	A	P	P	P	P	5	71%	2	29%
Jackson, Stephen	P	P	P	P	P	P	P	7	100%	0	0%
James, Judy	A	A	P	P	P	P	A	4	57%	3	43%
Kincaid, Scott	P	P	P	P	P	P	P	7	100%	0	0%
King, Cynthia	X	X	P	P	P	P	A	4	100%	1	0%
Knerr, Chris	A	P	P	P	P	A	P	5	71%	2	29%
McEntagart, John	P	P	P	P	P	P	P	7	100%	0	0%
Pickins, Michael	P	P	P	P	A	P	P	6	86%	1	14%
Steffensen, George	P	A	P	P	P	P	A	5	71%	2	29%
Sweet, Ananda	P	A	P	P	P	P	P	6	86%	1	14%
Tam, David*	Z	A	P	A	P	Z	A	4	57%	3	43%
Toledo, Pedro	P	A	P	P	P	Z	P	6	86%	1	14%
Vasquez, Lauren	X	X	P	A	A	P	A	2	50%	3	50%
Wall, Alena	P	P	P	A	P	P	P	6	86%	1	14%

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

Tracking is required  
per AB2449.

## WIBE Attendance 12 Month

	Dates												Present	%	Absent	%
	1/10/24	2/14/24	3/13/24	4/10/24	5/8/24	6/12/24	7/10/24	8/14/24	9/11/24	10/9/24	11/13/24	1/8/25				
Coffey, Judy	P	P	P	P	A	P	P	P	A	A	P	P	9	75%	3	25%
Evans, Brandy	P	P	P	P	P	P	P	P	P	P	P	P	12	100%	0	0%
Jackson, Steven	P	P	P	P	P	P	P	P	P	P	P	P	12	100%	0	0%
Kincaid, Scott	P	P	P	P	P	P	A	P	P	P	P	P	11	92%	1	8%
Pickens, Michael	P	A	P	A	P	P	P	P	P	P	A	P	9	75%	3	25%
Sweet, Ananda	A	P	P	P	A	P	P	P	P	P	P	P	10	83%	2	17%

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

**Scheduled Absences:** None.

**Note:** 2/12/25 WIBE meeting was canceled.

**Transfer of Funds Request  
Participant Plan**

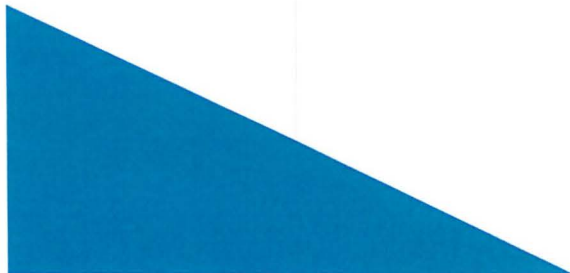
**2023-2024  
Transfer of  
Funds  
Request:  
Participant  
Plan**

<b>Local Area:</b> <u>Sonoma County Workforce Investment Board</u>	<b>Prepared Date</b> <u>3/3/2025</u>
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Enter the number of individuals in each category.

<b>TOTALS FOR PY 2024-25</b>	<b>ADULT</b>	<b>DW</b>
1. Registered Participants Carried in from PY 2023-24	143	17
2. New Registered Participants for PY 2024-25	143	28
3. Total Registered Participants for PY 2024-25 (Line 1 plus 2)	<b>286</b>	<b>45</b>
4. Exiters for PY 2024-25	118	19
5. Registered Participants Carried Out to PY 2025-26 (Line 3 minus 4)	<b>168</b>	<b>26</b>

<b>PROGRAM SERVICES</b>		
6. Career Services	<b>286</b>	<b>45</b>
a. Basic Career Services	286	45
b. Individualized Career Services	236	37
7. Training Services	118	15





**Transfer of Funds Request  
Budget Plan**

<b>Local Area</b> <u>Sonoma</u>	<b>Date Prepared</b> <u>2/24/2025</u>
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<b>Subgrant Number</b> <u>AA411040</u>	<b>Grant</b>	<b>Adult to DW</b>	<b>DW to Adult</b>
<b>Year of Appropriation</b> <u>2023-2024</u>	<b>Code</b>	<input type="checkbox"/> 01 → 299	<input type="checkbox"/> 501 → 499
		<input type="checkbox"/> 02 → 200	<input checked="" type="checkbox"/> 02 → 500

FUNDING IDENTIFICATION	ADULT	DW
1. Formula Allocation	601,140	698,616
2. Prior Adjustments - Plus or Minus		
3. Previous Amounts Transferred		
4. Current Amount to be Transferred	400,000	(400,000)
5. TOTAL FUNDS AVAILABLE (Lines 1 through 4)	<b>1,001,140</b>	<b>298,616</b>

TOTAL ALLOCATION COST CATEGORY PLAN	ADULT	DW
6. Program Services (Lines 6a through 6c)	<b>901,026</b>	<b>268,755</b>
a. Career Services	600,684	179,170
b. Training Services	300,342	89,585
c. Other		
7. Administration	100,114	29,861
8. TOTAL (Lines 6 plus 7)	<b>1,001,140</b>	<b>298,616</b>

QUARTERLY TOTAL EXPENDITURE PLAN (cumulative)	ADULT	DW
9. September 2023		
10. December 2023	46,795	10,645
11. March 2024	46,795	28,075
12. June 2024	208,586	41,141
13. September 2024	424,630	56,875
14. December 2024	559,721	97,783
15. March 2025	780,430	198,199
16. June 2025	1,001,140	298,616

COST COMPLIANCE PLAN (maximum 10%)	ADULT	DW
17. % for Administration Expenditures (Line 7/Line 5)	<b>10.00%</b>	<b>10.00%</b>

2023-2024  
Transfer of  
Funds  
Request:  
  
Budget Plan





Human Services  
Department



## **Local Plan Discussion / Feedback**

### **Stakeholder Questions / Responses / Discussion**

1. What Job Link services are most helpful and working well?
2. What are the biggest challenges people face in getting a good job?
3. What training and employment services are most needed?
4. What sectors would you like to see Job Link focus on?
5. How can our training and employment services be more helpful?
6. How could we make our services easier for people to access?
7. What ideas do you have to strengthen the coordination of Job Link Career Services and Education activities?
8. How can Job Link Business Services and partners strengthen workforce supports to businesses?