

SONOMA COUNTY
 **WORKFORCE
INVESTMENT BOARD**

www.sonomawib.org

**Executive Committee
March 8, 2023
2:45 pm to 2:55 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 February 8, 2023 and Review Action Items*** ***(Action*)***
- III. **DEIB Planning*** ***(Discussion/Action*)***
- VII. **Upcoming WIB Executive Committee Meetings and WIB Meetings** ***(Discussion)***

April 12, 2023	Executive Session: 4:00 pm to 5:00 pm	Via Zoom Teleconference
May 10, 2023	Executive Session: 2:30 pm to 2:45 pm	In person / Zoom As Needed
May 10, 2023	Full Session: 3:00 pm to 5:00 pm	In person / Zoom As Needed
- IV. **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 February 8, 2023

Members Present: Brandy Evans, Judy Coffey, Scott Kincaid, and Ananda Sweet

Members Absent: Robin Bartholow, Stephen Jackson, and Michael Pickens

WIB Staff: Katie Greaves, Nina Cheek (EDB), Katie Fosburgh (EDB), Pru Ratliff, John Paul, Michelle Revecho, Lili Roman, Katie Stohlmann, and Judy Oates

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

I. Public Comment

Brandy will chair the meeting today.

II. Approval of Minutes of January 11; and Review Action Items

Motion to approve Minutes of January 11, 2023: Judy Coffey /s/ Scott Kincaid. Approved (Brandy Evans, Judy Coffey, Scott Kincaid, and Ananda Sweet.) There were no abstentions and no “nay” votes. The motion carried.

III. WIB Business

A. Membership

Two applications are pending review once the WIB DEIB Committee has reviewed the membership/application process.

B. Attendance

Reviewed report for two consecutive missed meetings.

Action: Stephen will reach out to one member who has recently missed two meetings to ensure that person’s continue availability as a WIB member.

IV. Operations

A. OSO Update

John announced Lili Roman has been hired as the One Stop Operators for Job Link.

B. One Stop Update

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

Job seeker traffic is steadily increasing and appointments for new clients are booking a month out. More group orientations are being scheduled to replace the individual orientations staff provided when traffic was low during the pandemic so that people can get the services they need quicker.

Q. Is the increased traffic from employees transitioning to better positions or due to recent layoffs?

A. There are some clients looking for higher wage positions, including people in the restaurant industry looking for higher pay and more stable hours. Other clients have come from staff targeting outreach to those that have not been in the workforce, the homeless population, and people receiving Cal FRESH. We now have a job counselor out stationed at the Cal FRESH/Economic Assistance office once a week available to help staff and clients with awareness of our services to promote our programs. Staff also did a radio spot recently about the services available at Job Link and we expect that to bring in more traffic. There is work to be done to make more people aware of our programs for businesses and for the job training subsidies.

Q. Are you fully staffed at Job Link, or is understaffing an issue?

A. We are close to being fully staffed. During the pandemic we had fewer clients coming into the office and adapted services to more one on one work with each person. Now that the number of clients per day is increasing we will go back to group activities like orientation, resume advice, and interviewing skills. We will still do individual services for clients that need the extra attention.

C. Grant Updates

Regional Equity and Recovery Partnership Grant (RERP): This regional grant began in January with Solano as the lead county for coordinating and integrating one stop services with programs at local colleges. Sonoma County received a contract for \$370K to use through 2025 for partnerships with Santa Rosa Junior College (SRJC) programs for advanced manufacturing with Job Link.

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Apprenticeship for Early Childhood Education: Michelle reported we received \$485K for a dedicated person to help with cohorts for this program at SRJC. There is a meeting next week to review recruitment and standards that will be submitted to the state. Ananda volunteered to assist with this effort as she has done a lot of work in this area. Michelle will connect her to Maleese Warner at SRJC.

V. **Brown Act**

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. The committee found it useful to have the option for teleconferencing. Executive Committee will make recommendation for the March meeting and propose a bylaw update to allow the change.

- It was noted that we can remove the option at a future date if this does not work well for the group.
- Need to discuss at the March meeting to ensure people understand the few exceptions allowed to participate via teleconference and that it can only be a twice-a-year occurrence per member.
- Like the flexibility – even if limited.

Q. What is the burden of proof one needs to have to be allowed to teleconference for a meeting?

A. Katie will build on the current notification by 5 pm the day before the meeting rule for those who do not plan to attend address this. Zoom links will be sent to members who meet the qualifications.

Q. What if we do not get a quorum with the new rules in place?

A. Then the meeting can go forward, but any actions cannot be approved and taken. May mean leaning more on the Executive Committee for problem solving and solutions for getting a quorum.

Action: Staff will draft an update to the bylaws for review and approval at the March WIB meeting.

Q. Can the DEIB ad hoc committee continue to meet via Zoom?

A. Not sure.

Action: Staff will look into the rules for ad hoc committees.

VI. **DEIB Planning**

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Michelle shared the ad hoc committee has added Brandy as a member. They are currently discussing how to have a safe space for discussions and trauma informed care practice. Each meeting has had good strategy discussions. We are trying to capture all that is being mentioned and bodies and data to use for the work. Examples of source material are: Portrait of Sonoma, Community Need Assessment, and CalWORKs 2.0 framework. The WIB DEIB group plans to look at the application process of recruitment, review, and approval. They are capturing strategies that come up during these discussions.

Michelle shared the draft goals and objectives of the committee for Executive Committee input.

- Group discussed if they should go more specific or more general to allow to refine and redefine objectives over time.
- This should be more of a living document.
- Would like to prioritize the membership goal.
- Good work, looks great so far.
- Brandy shared there is an acknowledgment this will be a living document as it will need to be added to and developed over time as we start the tracking, decision making, and education.
- Good job committee.
- Ask applicants how they support DEIB concepts and/or how the company they represent does. Does their company have diversity in it? The applicant may not meet the specifications, but the company they represent may so we may still want that person on the board. Sometimes the people we want at the meeting are not available to meet at the times set for these meetings so we need to go for the idea and then the people who represent that.
- Add a threshold for how to use decision make for applications.
- Good start.

Q. Have there been any conversations on the WIB membership goals yet? We have a real-world opportunity to work with as we have two received applications on pause at this time.

A. Not specifically yet.

Michelle encouraged Executive Committee members to reach out to her directly to chat if they have additional thoughts and/or want more information.

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VII. Local Plan Update

Michelle shared a brief overview of the Regional and Local four-year strategic plans, and the two-year update staff is preparing for the state on each plan. The Regional Plan is being updated by a consultant serving the North Bay Regional Planning Unit. Staff is preparing the updates the Sonoma Local Plan.

- We are well underway making the updates based on information and feedback from the WIB, Job Link Steering Committee, partner agencies, other stakeholders, and reports.
- The 30-day public comment period will begin next week.
- Staff will be asking for approval of the updated plans at the March 8 WIB meeting.
- It is very important we have a quorum for the March 8 meeting for approval of the plans so they can be submitted to the state in a timely manner.

VIII. Prepare for March Meeting

Committee members were asked to be proactive and help lead/encourage conversations on the following items.

- Regional and Local Plans. 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.
- Bylaw updates.
- DEIB Committee progress.

IX. Upcoming WIB Executive Committee Meetings and WIB Meetings

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X. Adjourn

The meeting was adjourned at 4:53 p.m.

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