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# **Executive Committee - REVISED April 9, 2025** 1:00 pm to 2:00 pm

2227 Capricorn Way, Santa Rosa Note Location ⇒ ⇒

Santa Rosa Room

\*Vote Required

I. **Public Comment (1:00)**  (Discussion)

Approve Minutes of March 12, 2025\* (1:02) II.

(Action\*)

WIB Business\* (1:05) III.

(Discussion/Action\*)

- A. Attendance\*
- B. Finance\*
  - i. High Performance Board Funds\*
- C. Membership
- IV. WIOA Local Plan\* (1:15)

(Discussion/Action\*)

Ad Hoc Committee Updates (1:40) ٧.

(Discussion/Action\*)

- A. Membership
- B. Industry Sectors Ad Hoc Committee Update\*
- C. DEIB Ad Hoc Committee\*
- VI. **Prepare for May WIB Meeting (1:58)**

(Discussion)

VII. **Upcoming WIB Executive Committee Meetings and WIB Meetings**  (Discussion)

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

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 March 12, 2025**

**Members Present:** Stephen Jackson, Scott Kincaid, Michael Pickens<sup>Z</sup>, Judy Coffey and Ananda Sweet

**Members Absent:** Brandy Evans

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. Stephen Jackson served as the acting Chair for the meeting.

## II. Approve Minutes of January 8, 2025

Noted the February WIBE meeting had been canceled.

Motion to approve Minutes of January 8, 2025: Ananda Sweet / Judy Coffey Approved (Stephen Jackson, Scott Kincaid, Michael Pickens, and Ananda Sweet.) There were no abstentions. There were no "nay" votes. The motion carried.

#### III. WIB Business

#### A. Attendance

- Paul Duranczyk has two absences. Stephen will reach out to him about attendance.
- David Tam's attendance appears low due to attending via zoom over the approved twice a year limit. Stephen will remind him attending via zoom over more than two times annually does not count for his attendance or for our quorum.
- Lauren Vasquez missed a few meetings but has reached out regarding the business need each time that caused her to not attend. Chair will reach out to her if she does not attend today.

#### B. Finance

Move Funding from Dislocated Worker to Adult

Staff requests approval to transfer \$400,000 of 2023-2024 Dislocated Worker formula funds to Adult. Job Link has seen more demand for training and vocational counseling for Adult clients rather than Dislocated Workers (this includes recently unemployed individuals and rapid response efforts). This request is being made to optimize the use of existing funding for workforce development.

Q. When this item is referred to at the full WIB meeting following this meeting - please share what types of training/certifications people leave these programs with.

A. Staff agreed to do that.

Q. Who sets these amounts we receive in each category? We had this same request last year. Is there a way to adjust the distributed rates so the Board does not have to do these adjustments each fiscal year?

A. Job Link Manager was not sure. WIB manager clarified that we receive our WIOA formula funds, and those distributions come from EDD according to their calculations for our programs. When staff sees that monies are being spent differently than anticipated they request permission from the Board to transfer funds to fit the needs of the clients. This is done to allow staff to work with clients to spend the full allocation and work with as many clients as possible.

Motion to approve transfer of \$400,000 of 2023-2024 Dislocated Worker funds to Adult funds: Ananda Sweet / Judy Coffey Approved

(Stephen Jackson, Scott Kincaid, Michael Pickens, and Ananda Sweet.) There were no abstentions. There were no "nay" votes. The motion carried.

High Performance Board Funds

The WIB received an additional \$5,555 in funding for qualifying as a High Performing Board last year. Part of these funds were used to pay for the WIB Retreat lunch. Staff has until June 30, 2025 to spend the remaining \$2,292.55.

Recommendations from the committee included seeing if a committee has ideas for use of funds, or to put this towards marketing materials or digital outreach. Please reach out to

Michelle after the meeting if you have additional recommendations for how best to use these funds.

## C. Retreat - Next Steps

Reviewed progress of the three identified areas for action identified at the WIB retreat.

- Industry Sector Review: The WIB's Industry Sectors Ad Hoc Committee has been created to
  gather and review information about the local workforce and make recommendations to
  the WIB Executive Committee regarding focus industries and ways to support the
  workforce. The group has met once so far and will meet again before the next WIB meeting.
- Youth Advocacy: Stephen is working with the Job Link Youth Program Manager to create a
  proposal to establish a Youth Committee or ad hoc. This will be taken to the WIB Executive
  Committee for review/approval.
  - Other forms of advocacy include support of the work of others. The WIB provided a letter of support for Sutter's grant application for a title one next generation training opportunity for youth.
- WIB Promotion: Materials are being discussed at the Membership Committee meetings for board member recruitment. Staff reported they are planning to look at expenses for outreach materials.

### D. Membership

- The Membership Committee reviewed the requirements of WIB members in the Business
   Category. As this section outlines WIOA requirements under Section 107, no change was
   requested to the bylaws. If the committee has questions about the decision-making level an
   applicant has this can be addressed by the committee member that reaches out to them
   when their application is being reviewed.
- The Membership Committee has reviewed and recommends that the Executive
   Committee approve the three submitted applications for current open seats on the
   board. The Executive committee reviewed the applications and recommendations and

made the following motions. The approved applications will be taken to the Board of Supervisors for approval at the first available date.

Motion to approve the WIB member application of Chris Van Nuys: Ananda Sweet / Judy Coffey Approved (Stephen Jackson, Scott Kincaid, Michael Pickens, and Ananda Sweet.) There were no abstentions. There were no "nay" votes. The motion carried.

Motion to approve the WIB member application of Dr. Sarah Ellison: Ananda Sweet / Judy Coffey Approved (Stephen Jackson, Scott Kincaid, Michael Pickens, and Ananda Sweet.) There were no abstentions. There were no "nay" votes. The motion carried.

Motion to approve the WIB member application of John Hughes: Michael Pickens / Judy Coffey Approved (Stephen Jackson, Scott Kincaid, Michael Pickens, and Ananda Sweet.) There were no abstentions. There were no "nay" votes. The motion carried.

- E. Industry Sectors Ad Hoc Committee Update
  - The new ad hoc committee had its first meeting, selected Cynthia King as the Chair, and requested their first sets of information for review. Jack of the EDC is creating reports from the data requests. Discussions will include the following to provide recommendations to the WIB.
  - Review local industry data using quantitative and qualitative discussion and questions to rank the top industries and emerging industries in the county.
  - Recognize career ladders and wage growth opportunities within industries.
  - Review what industries WIBs in other areas are focusing on.
  - Note the effect of external events and distractors on industries.

WIB members will be reminded there is still time and space for others to join this group for the discussion.

# F. DEIB Ad Hoc Committee

- The last two meetings were canceled due to scheduling and staffing issues.
- Want to look at what does equity look like and what are we missing. This is for our workforce and for our board. Discussion included the following.

- There was a question if the name of the work needs to change. Under-represented was a name that was mentioned as an alternative.
- Noted other entities are still doing DEIB work but are not as vocal about it on their websites.
- Noted that we could take the DEIB question off the WIB membership application and discuss those values with applicants at their interviews.
- The Director shared she and the Board of Supervisors value the equity work being done. Policies and procedures have not changed at this time. The County will be transparent if these types of changes are made and Charity will work with the board on any changes that are needed at that time.
- Michelle led a brief review of the DEIB training for HSD staff that DEIB Committee members
  were invited to attend. She and Stephen attended the training last week. Stephen shared his
  appreciation for the training and encouraged others to attend if given the opportunity as
  the information was beneficial for the companies they represent as well as the individual.

#### G. Monitoring Update

Job Link WIOA services were monitored by the state in September of 2024 and three findings were listed to be addressed by staff. Two items were related to fiscal matters and one was resolved by staff clarifying one of our processes. Carol and her staff responded to clear findings.

It was requested that going forward state monitoring reports and the findings be made available to the committee. A copy of this current report should be forwarded to the Executive Committee.

### IV. Prepare for Next WIB Meetings

The WIB meeting directly following this meeting includes a brief review by staff of the new four-year Regional Plan that is online for public comment and review. Michelle will also lead the Board in a more in-depth conversation about the Local Plan, and ask WIB members the questions she has been taking to other stakeholder groups for feedback and discussion. This information will be used for the development of our new four-year Local Plan. This discussion will take about half of the meeting time.

Items currently on the list to be included on the May agendas are the following.

- o Discussion of adding a Youth Committee / Council.
- A presentation from Adult & Aging about the current and future needs of the population in our county.

# V. Upcoming WIB Executive Committee Meetings and WIB Meetings

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

# VI. Adjourn

2:48 pm meeting was adjourned.

WIB Attendance 12 Months													
	Dates									Absent	%		
	3/13/24 5/8/24 7/10/24 9/11/24 10/2/2024 Retreat 11/13/24 1/8/25		1/8/25	Present	%	Ab							
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 <sup>*</sup>	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%		

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

Tracking is required per AB2449.

# **WIBE Attendance 12 Month**

	Dates												%	Absent	%
	4/10/24	5/8/24	6/12/24	7/10/24	8/14/24	9/11/24	10/9/24	11/13/24	12/11/24	1/8/25	3/12/25	Present	70	Ab	76
Coffey, Judy	P	A	P	P	P	A	A	P	Z	P	P	8	73%	3	27%
Evans, Brandy	P	P	P	P	P	P	P	P	P	P	A	10	91%	1	9%
Jackson, Steven	P	P	P	P	P	P	P	P	P	P	P	11	100%	0	0%
Kincaid, Scott	P	P	P	A	P	P	P	P	P	P	P	10	91%	1	9%
Pickens, Michael	A	P	P	P	P	P	P	A	P	P	Z	9	82%	2	18%
Sweet, Ananda	P	A	P	P	P	P	P	P	P	P	P	10	91%	1	9%

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

**Scheduled Absences:** 

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