

SONOMA COUNTY
 **WORKFORCE
INVESTMENT BOARD**

www.sonomawib.org

**Executive Committee
April 12, 2023
4:00 pm to 5:00 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 March 8, 2023 and Review Action Items** *(Action*)*
- III. **WIB Business** *(Discussion)*
 - A. Membership
 - B. Attendance
- IV. **Operations** *(Discussion)*
 - A. Job Link Update
 - B. Grant Updates
- V. **Brown Act** *(Discussion/Action*)*
- VI. **DEIB Planning** *(Discussion/Action*)*
- VII. **Prepare for May WIB Meeting** *(Discussion)*
- VII. **Upcoming WIB Executive Committee Meetings and WIB Meetings** *(Discussion)*

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
- VIII. **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 8, 2023

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

Members Absent: None

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

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

I. Public Comment

None

II. Approval of Minutes of February 8; and Review Action Items

Motion to approve Minutes of February 8, 2023: Judy Coffey /s/ Scott Kincaid. Approved (Stephen Jackson, Brandy Evans, Judy Coffey, Scott Kincaid, Michael Pickens and Ananda Sweet.) Robin Bartholow abstained. There were no “nay” votes. The motion carried.

III. DEIB Planning

Reviewed the ad hoc committee’s draft goals and objectives noting the group will start on these goals by focusing on the recruitment/application process. These will be living documents that may be edited to adapt to changing needs over time.

The committee requested the WIB Executive Committee to delegate authority to the committee to make changes as needed to the recruitment/application process and address the two applications currently on hold. The committee shared they did not feel enough vetting had been done on this item to grant the requested authority at this time and made the following motion.

Motion to ask DEIB ad hoc committee to create and present a more comprehensive plan for the WIB recruitment/application process for review before requesting authority make changes to the processes: Judy Coffey /s/ Robin Bartholow. Approved (Stephen Jackson, Robin

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Bartholow, Brandy Evans, Judy Coffey, Scott Kincaid, Michael Pickens and Ananda Sweet.) No abstentions. There were no “nay” votes. The motion carried.

IV. Upcoming WIB Executive Committee Meetings and WIB Meetings

April 12, 2023	Executive Session:	4:00 pm to 5:00 pm	Via Zoom Teleconference
May 10, 2023	Executive Session:	2:00 pm to 2:45 pm	Santa Rosa Room/Zoom
May 10, 2023	Full Session:	3:00 pm to 5:00 pm	Santa Rosa Room/Zoom

V. Adjourn

The meeting was adjourned at 3:00 p.m.

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WIBE Attendance 12 Month

	Dates								Present	%	Absent	%
	4/13/22	5/11/22	7/13/22	8/10/22	10/31/22	12/14/22	1/11/23	3/8/23				
Bartholow, Robin	P	A	A	P	P	P	A	P	5	63%	3	38%
Coffey, Judy	P	A	P	P	P	P	P	P	7	88%	1	13%
Evans, Brandy	X	X	X	A	P	P	P	P	4	80%	1	20%
Jackson, Steven	P	P	P	P	P	P	P	P	8	100%	0	0%
Kincaid, Scott	P	P	A	P	P	P	P	P	7	88%	1	13%
Pickens, Michael	P	A	A	P	P	P	P	P	6	75%	2	25%
Sweet, Ananda	P	P	P	A	P	A	P	P	6	75%	2	25%

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

Scheduled Absences:

- 9/2022 WIB Executive Committee cancelled
- 10/2022 WIB Executive Committee cancelled
- 10/31/2022 Special WIB Executive Committee
- 11/2022 WIB Executive Committee cancelled

WIB Attendance 12 Months

	Dates						Present	%	Absent	%
	5/11/22	7/13/22	9/14/22	11/7/22	1/11/23	3/8/23				
Bartholow, Robin	A	A	P	P	P	P	4	67%	2	33%
Brown, Ethan	P	P	P	P	P	P	6	100%	0	0%
Carlson, Erin	P	P	P	P	P	P	6	100%	0	0%
Coffey, Judy	A	P	P	P	P	P	5	83%	1	17%
Cooper, Susan	P	P	P	P	P	P	6	100%	0	0%
Davis, Brad	P	P	P	P	P	P	6	100%	0	0%
Diaz, Keith	P	P	P	P	P	A	5	83%	1	17%
Duranczyk, Paul	P	P	P	P	P	P	6	100%	0	0%
Emanuele, Nancy	P	P	A	P	A	A	3	50%	3	50%
Evans, Brandy	P	P	A	P	P	P	5	83%	1	17%
Holloway, Kristina	P	P	P	A	P	A	4	67%	2	33%
Jackson, Stephen	P	P	P	P	P	P	6	100%	0	0%
James, Judy	P	P	P	P	P	P	6	100%	0	0%
Kincaid, Scott	P	A	P	P	P	P	5	83%	1	17%
Knerr, Chris	P	A	P	P	P	P	5	83%	1	17%
Maldonado, Anita	P	A	P	A	P	P	4	67%	2	33%
McEntagart, John	A	P	P	P	P	A	4	67%	2	33%
Pickins, Michael	A	A	A	P	P	P	3	50%	3	50%
Sprague, Ken	P	P	P	P	P	A	5	100%	1	20%
Steffensen, George	P	A	P	P	P	P	5	83%	1	17%
Sweet, Ananda	P	P	P	P	P	P	6	100%	0	0%
Thomas Stuebner	P	A	A	A	A	P	2	33%	4	67%
Tam, David	P	A	A	P	P	P	4	67%	2	33%
Toledo, Pedro	A	P	P	P	P	A	4	67%	2	33%
Wall, Alena	X	X	X	P	A	P	2	67%	1	33%
Wayte, David	P	P	A	P	P	P	5	83%	1	17%

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

Scheduled Absences:

None.