

SONOMA COUNTY
 **WORKFORCE
INVESTMENT BOARD**

www.sonomawib.org

**Executive Committee
May 8, 2024
2:15 pm to 2:45 pm**

Note Location ⇔ ⇔

2227 Capricorn Way, Santa Rosa
Santa Rosa Room

This is an in-person meeting. If you meet the criteria for AB2449 “just cause” for virtual attendance please contact staff 24 hours before the meeting at 707-565-8500 to confirm and receive a zoom link.

***Vote Required**

- I. **Public Comment (2:15)** *(Discussion)*
- II. **Approve Minutes of April 10 and Review Action Items (2:20)** *(Action*)*
- III. **WIB Business (2:25)** *(Discussion/Action*)*
 - A. **Membership***
 - B. **Retreat Planning for Executive Committee**
- IV. **Prepare for May WIB Meeting (2:45)** *(Discussion)*
- VII. **Upcoming WIB Executive Committee Meetings and WIB Meetings** *(Discussion)*

June 12, 2024	Executive Session:	4:00 pm to 5:00 pm	In person / Zoom As Needed
July 10, 2024	Executive Session:	2:00 pm to 2:25 pm	In person / Zoom As Needed
July 10, 2024	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 April 10, 2024

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

Members Absent: Michael Pickens

WIB Staff: Michelle Revecho, Maureen Fifer, Carol McHale, and Judy Oates

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

I. Public Comment

Stephen shared CTE will host the “Spark the Future” fundraiser on April 25 at The Backdrop in Santa Rosa from 4:30 pm to 8:30 pm and encouraged others to attend.

II. Approve Minutes of March 13, 2024

Motion to approve Minutes of March 13, 2024: Judy Coffey / Ananda Sweet Approved

(Brandy Evans, Judy Coffey, Stephen Jackson, and Ananda Sweet.) There were no abstentions. There were no “nay” votes. The motion carried.

Scott Kincaid joined the meeting.

III. WIB Business

A. Membership

Brandy reported that she had reached out to Dr. Susan Cooper who has submitted her resignation to the WIB. Staff reported that Nancy Emanuele shared her intent to resign from the WIB by June 30, and noted David Wayte recently resigned due to retirement.

Stephen shared that the WIB Membership Ad Hoc Committee will discuss recruitment options for the current and soon to be open seats left by David and Nancy and bring recommendations to the next WIBE meeting.

Staff reported that the three applications recently approved by the WIB Executive Committee will be reviewed by the Board of Supervisors for final approval at their June 4, 2024 meeting.

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Committee members were reminded that the current onboarding process for new WIB members involves the following: approval by the WIBE, approval by BOS, taking an oath, orientation, completing a 700 Form – Statement of Economic Interests, and ethics training.

B. Attendance

Reviewed the attendance report. Noted several people who will be contacted if they do not attend the May meeting. Noted that Judy James shared notification in advance that she will miss two consecutive meetings. Noted that Michael Pickens was absent today and had multiple previous absences. Discussed possible alternate candidates for Chair-Elect. Brandy will reach out to Michael to discuss future attendance and any impact that could have, and to the identified alternate candidate to gauge interest in the position if offered.

C. Retreat Planning

Reviewed and discussed provided information to prepare the retreat survey to be sent to members.

- It was decided a “WIB 101” training session is required, but we want to look at what that will entail. Suggested items include the following.
 - A refresher / high level overview of the work of the WIB.
 - What is expected of members (see Membership Ad Hoc recommendations such as being on a committee).
 - History of what is spent on programs and what the WIB has approved for funding and staff time over several years.
 - Can we get Robert Eyer or similar type of speaker for the event? A state of the workforce type of thing.
- Other recommended discussion items:
 - Key workforce issues. Ask members to list 4 or 5 key workforce issues they have seen over the last years as we have recovered from COVID. This could be used to create discussion for a strategic plan.
 - Industries to focus on. At one time we prioritized construction and hospitality. At another time it was nursing. One member noted a speaker they saw from Berkeley

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that spoke about the low birth rate in the state and the aging population and implications of that for training and equity.

- Review previous sub-committees of the WIB and if we want to bring back some, or create new ones. Would provide more opportunities for members to engage. Job Link Steering Committee, the Executive Committee, and the two ad hoc committees are the current options. Look at a possible Youth Committee/Council?
- Strategic Goals for one to two years. Look at where we were before, where we are now, and where we want to go.
- DEIB – Use short Ted talks that are light an exciting and intersperse them through the day with short conversations after them.
- Discussed date and length of meeting. Want to propose some Fall dates. After looking at recommendations for discussion a half day will be too short. May not need to have that as a question. Recommended 10:00 am to either 3:00 pm or 4:00 pm. Refreshments could be coffee/water/tea, lunch, coffee/water.
- Discussed location. If at the Job Link office would want room reset to allow more interactions/collaboration. Possible alternate locations recommended included: SCOE and the Builders Exchange. Are there other county locations that could work? Cost of sites and availability may influence a change of meeting date.
- Discussed funding. Michelle will check what is available as that may help decide location and food options.
- The Chair and staff will update the current list of survey questions and plans with information from today to share with WIBE members for additional feedback to keep the planning momentum going.

D. Broadband Digital Equity Update

Michelle reported that the Economic Development Board helped organize regional input for the state's Digital Equity Plan and the Digital Equity Economic Systems Mapping (DEEM) Tool available on the website broadbandforall.cdt.ca.gov. This shared information on barriers and

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strategies identified for workforce and Economic Development Digital Equity Outcome Areas. This presentation will no longer be brought to the WIB as planned as there is no longer funding available for the project so the work has ended.

IV. Ad Hoc Committee Updates

A. WIB Membership Committee

Stephen shared that the committee met this week. So far recommendations from the group to WIBE included activation of this committee for recruitment of new positions when there are new openings on the WIB and defining the number of members on the committee to be 29 rather than relying on percentages to determine the number at a given time. Today we offer recommendations on terms and term limits for board members.

- 1) All terms should be two years, including the first term when a member is approved for membership.
- 2) Members should be allowed to serve three two-year terms. At the end of three terms members are welcome to step off the board and attend as a member of the public, or re-apply to serve additional terms. Members should be automatically re-appointed for terms two and three unless they submit a resignation or change employment positions to become ineligible to maintain membership.

Plan for Existing Members. Starting July 1, 2024 existing members already serving on the board will have current time on the board count as their first term of three. Their next renewal date after July 1, 2024 will count as the start of their second term.

Motion to approve updating the bylaws to reflect changing the one-year initial term for WIB membership to a two-year term: Brandy Evens / Stephen Jackson Approved

(Brandy Evans, Judy Coffey, Stephen Jackson, and Ananda Sweet.) There were no abstentions. There were no “nay” votes. The motion carried.

Motion to approve updating the bylaws to reflect setting a limit of three two-year terms for members, with an option to re-apply for membership at the end of that time. Starting July 1, 2024 existing members serving on the board will have their time on the board to-date count as

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their first term of the three-term limit. Their next renewal date after July 1, 2024 will count as the beginning of their second term rolling them into the three-term rule. Stephen Jackson / Brandy Evens Approved

(Brandy Evans, Judy Coffey, Stephen Jackson, and Ananda Sweet.) There were no abstentions. There were no “nay” votes. The motion carried.

The membership committee has completed its initial goals. The committee will meet once more to prepare a report /summary of the recommendations for the full WIB. The committee will reconvene as needed for recruitment and/or application review. Discussed if this function should now move to the Executive Committee as the majority of members are on the Executive Committee and that is already a standing committee. Brandy requested having membership meetings immediately precede WIB Executive meetings.

B. DEIB Committee

Staff reported the next meeting date is being scheduled and expect it will be April 30.

V. Move Funding from Dislocated Worker to Adult

Staff requests approval to transfer \$300,000 of 2022-2023 Dislocated Worker formula funds to Adult. Job Link has seen more demand for training and vocational counseling for Adults clients (currently over 200) than the 41 Dislocated Workers (recently unemployed individuals and rapid response efforts). This request is being made in order to utilize the existing funding for workforce development strategies to best serve clients.

Motion to approve transfer of \$300,000 of 2022-2023 Dislocated Worker funds to Adult funds: Ananda Sweet / Scott Kincaid Approved

(Brandy Evans, Judy Coffey, Stephen Jackson, and Ananda Sweet.) There were no abstentions. There were no “nay” votes. The motion carried.

VI. Operations

A. One Stop Operator Update / Job Link Update

Staff reminded the WIBE that the One Stop Operator position is currently unfilled. In the future the OSO responsibilities will be handled by the WIOA analyst, but this position is

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vacant at this time and Patti Andrews will re-join us part-time to work with the Job Link Steering Committee (JLSC), partner agencies and do outreach.

B. Grant Updates

- *Regional Equity and Recovery Partnership (RERP)*
Staff is continuing to make progress clarifying what Job Link offers and what the Santa Rosa Junior College team and students can expect.
- *Prison To Employment (P2E)*
The staff member who currently located at the Day Reporting Center will be changing her schedule to serve one day a week at the jail to work with clients located there.
- *Student Training & Employment Program (STEP) Grant and My Pathways Program (MPP)*
This start of this grant has been on hold due to the bankruptcy of Social Advocates for Youth. Petaluma People Services (PPSC) is taking over the existing youth program contract until the end of the fiscal year. As of the coming fiscal year, Goodwill Industries of the Redwood Empire (GIRE) and PPSC will be the new WIOA youth program providers.
- *Healthcare Career Pathways w/ Opportunity Junction (HCP): WIB*
Staff reported on this collaboration with Contra Costa County to expand the HCP cohorts to other counties. Sonoma County was one of the first expansion sites. After 18 months of planning, HCP with Fox Home Health as the educational partner saw their first cohort of their first graduation for the 12 CNA students was held on April 2nd.
- *Dislocated Worker (QUEST), Sonoma Family Meal Cohort*
Sonoma Family Meal will be doing a showcase April 11th for the current cohort of 17 trainees, staff attend and report more on this item at the next WIB meeting. The next cohort is scheduled to begin in June.

VII. Prepare for May WIB Meeting

- Discuss information from the retreat survey.
- Report out from the Membership Committee.

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VIII. Upcoming WIB Executive Committee Meetings and WIB Meetings

May 8, 2024 Executive Session: 2:00 pm to 2:50 pm In person / Zoom As Needed

May 8, 2024 Full Session: 3:00 pm to 5:00 pm In person / Zoom As Needed

IX. Adjourn

5:09 pm meeting was adjourned.

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WIB Retreat - Fall 2024

As Sonoma County Workforce Investment Board members, we are committed to addressing workforce challenges throughout Sonoma County supporting our vision of a robust local workforce with the skills needed for today and tomorrow.

Nothing is the same as it was pre-pandemic. With that in mind, the WIB Executive Committee is entertaining the idea of hosting a retreat to refresh, reset and reunite our vision, mission and strategic direction this Fall. We invite all members to weigh in.

We welcome your comments. Please fill out this questionnaire.

We would like to receive your input no later than May 24th.

Thank you.

* Required

1. PLEASE NOTE: ON A SCALE OF 1 TO 5, 1 IS THE LOWEST 5 IS THE HIGHEST.

Please rate the importance of improving your understanding of the work of the Workforce Investment Board.

*

1	2	3	4	5
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2. Please share the likelihood of your attendance to an all-day, 10:00AM-4:00PM, retreat. *

1	2	3	4	5
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3. Which of the following topics are of interest... *

Workforce Investment Board Strategic Direction

Funding Initiatives - Past and Present

What is our role with JobLink?

Key Workforce areas of development?

Sonoma County Areas of Workforce Development concern? ..

immigration trends and labor force participation?

Workforce issues in terms of Diversity and Equity?

WIB member recruiting?

WIB succession planning?

4. Are there any other topics that you would like to suggest? *

5. Do you require any accommodation to fully participate in the retreat? *

6. Would you like to join the planning efforts? If yes, please provide your name and contact information. *

7. Please share any additional comments or suggestions *

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