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Executive Committee
July 9, 2025
2:15 pm to 2:45 pm

2227 Capricorn Way, Santa Rosa

Note Location ⇒ ⇒

Santa Rosa Room

*Vote Required

I. Public Comment (2:00)

(Discussion)

II. Approve Minutes of May 14, 2025* (2:02)

(Action*)

III. WIB Business* (2:05)

(Discussion/Action*)

- A. Membership*
- B. Attendance*
- C. November Meeting Date*
- D. Job Link Report of Waivers

IV. Prepare for Next WIB Meetings (2:30)

(Discussion)

VII. Upcoming WIB Executive Committee Meetings and WIB Meetings (2:40)

(Discussion)

August 13, 2025 Executive Session: 4:00 pm to 5:00 pm In person / Zoom As Needed September 10, 2025 Executive Session: 2:00 pm to 2:25 pm In person / Zoom As Needed

September 10, 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 May 14, 2025

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

Ananda Sweet^z

Members Absent: None.

WIB Staff: Charity Doronila, Carol McHale, Maureen Fifer, Judy Oates

* Indicates members who arrive late or leave a meeting early. ^Z Indicates member attended via Zoom.

I. Public Comment

Meeting was called to order at 2:00 pm.

Stephen Jackson shared he attended the Career Technical Education Foundation (CTE) hosted Spark *the Future* event on May 10th. It was a well-attended student showcase supporting career-connected education and pathway programs for Sonoma County students. The event raised over \$300,000 and these contributions will directly support programming to equip students for a thriving career and future.

Carol introduced new Job Link staff member, Megan Metz. Her position is Eligible Training
Provider List (ETPL) Coordinator and One Stop Operator for which she will facilitate the Job Link
Steering Committee.

II. Approve Minutes of April 9, 2025

Motion to approve Minutes of April 9, 2025: Michael Pickens / Scott Kincaid Approved (Brandy Evans, Judy Coffey, Stephen Jackson, Scott Kincaid, Michael Pickens, and Ananda Sweet.) There were no abstentions. There were no "nay" votes. The motion carried.

III. WIB Business

Other

It was noted that the WIOA Program Monitoring report requested at the April meeting was included in the packet. Carol reminded the group that these findings have been addressed, and all items have been cleared by the state.

Finance

Discussed best use of the \$2,292.55 the WIB received as a High Performance Board award.

- Staff found no training options for the WIB that would cost less than \$3,000.
- Gift cards for Job Link clients are not an option due to the cost of tracking requirements.
- Staff presented information on options of swag/novelty items.
- Staff presented examples of name tags that members and staff could wear at events.
- Staff shared they could create some type of informational/presentation folding cards about the WIB including address, contact names, and telephone numbers that could be used as marketing material.
- Carol shared that Job Link would like to use the money for bus passes for clients and shared that option would not have the same tracking requirements as gift cards.

The group approved a mixed selection of the options.

Motion to approve staff spending the balance of the WIB High Performance Board funds to purchase magnetic name tags for members and staff, bus passes for Job Link clients, and card type promotional material for the WIB program: Michael Pickens / Stephen Jackson Approved

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

Membership

 Staff are preparing a board item to go to the Board of Supervisors on July 8th requesting approval of the following applicants for a two-year term: Chris Van Nuys, Dr. Ellison, and John Hughes.

As part of the same board item staff will request the renewal of a two-year term for board members: Brad Davis, Paul Duranczyk, Judy James, Chris Knerr, and John McEntagart.

- Discussed if a new seat will need to be added to the Executive Committee when Mike
 Pickens changes his seat in July from Labor to Business when he becomes the Chair. He
 will hold a dual seat for both Business and Labor.
- Request for Approval: Adult Dislocated Worker Career Services Provider
 WIOA law allows Local Workforce Development Boards such as our WIB to be an Adult and
 Dislocated Worker Career Services Provider.

The WIB is administered within the Sonoma County Human Services Department. This provides opportunities to leverage funding to provide expanded customer services particularly in developing career pathways for our America's Job Center of California (AJCC), branded locally as Job Link, General Assistance, Housing, and CalWORKs customers.

Job Link requested to continue to be the Adult Dislocated Worker Career Service Provider.

Motion to approve Job Link to serve as the Adult Dislocated Worker Career Services Provider for Sonoma County: Michael Pickens / Scott Kincaid Approved

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

Request for Approval: AJCC Operator
 In compliance with the federal Workforce Innovation and Opportunity Act (WIOA) of 2014, local
 Workforce Boards are required to conduct an open and competitive process to select their
 America's Job Center of California (AJCC) One Stop Operator. One Stop Operators are
 responsible for coordinating service delivery among all One Stop partners and service providers
 within the designated Local Workforce Area.

Comprehensive public workforce services are expected to be provided through a One-Stop Career Center, which in Sonoma County is Job Link. Services are delivered through partner agencies using various funding sources. The role of the One Stop Operator ("Operator") is equivalent to a managing partner. In this role, the Operator is responsible for ensuring coordinated service delivery of all twelve partner organizations.

Carol reminded the group that Job Link had a failed procurement for a One Stop Operator a couple of years ago. At that time we were able to secure a waiver from the state to have the One Stop Operator be held as an internal position. Job Link is requesting approval to continue to fill the One Stop Operator position internally without going out to procurement.

Motion to approve Job Link to be the AJCC operator for Sonoma County: Michael Pickens / Scott Kincaid Approved

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

IV. Prepare for Next WIB Meetings

The WIB meeting directly following this meeting includes a presentation from Adult & Aging about the current and future needs of the population in our county.

Items currently planned to be included in the next agenda are the following.

- o Attendance.
- Ad hoc committee updates.
- Discussion of adding a Youth Committee / Council. If this becomes a standing committee then the chair of that committee would become an Executive Committee member.

Items currently planned to be included in the July agendas are the following.

- Announce new Chair: Michael Pickens
- Thank you for exiting Chair: Brandy Evans
- Discussion of adding a Youth Committee / Council.
- Call for members to join one of the ad hoc or standing committees.
- o A presentation of the approved WIB Local and Regional Plans approved by the state.

V. Upcoming WIB Executive Committee Meetings and WIB Meetings

July 9, 2025	Executive Session:	2:00 pm to 3:00 pm	In person / Zoom As Needed
July 9, 2025	Full Session:	3:00 pm to 5:00 pm	In person / Zoom As Needed
August 13, 2025	Executive Session:	4:00 pm to 5:00 pm	In person / Zoom As Needed
September 10, 2025	Full Session:	3:00 pm to 5:00 pm	In person / Zoom As Needed

	September 10, 2025	Full Session:	3:00 pm to 5:00 pm	In person / Zoom As Needed
VI.	Adjourn			
	2:32 pm meeting was	adjourned.		

WIB Attendance 12 Months											
	Dates									Absent	%
	7/10/24	9/11/24	10/2/2024 Retreat	11/13/24	1/8/25	3/12/25	5/14/25	Present		Ab	. •
Beerbower, Gary	X	X	X	X	X	P	P	2	100%	0	0%
Brown, Ethan	P	A	P	P	P	A	A	4	57%	3	43%
Carlson, Erin	P	P	P	P	A	P	A	5	71%	2	29%
Coffey, Judy	P	A	P	P	P	P	P	6	86%	1	14%
Davis, Brad	P	P	P	A	P	P	A	5	71%	2	29%
Duranczyk, Paul	A	P	A	P	P	A	A	3	43%	4	57%
Evans, Brandy	P	P	P	P	P	A	P	6	86%	1	14%
Ganzler, Louis	P	P	A	P	A	P	A	4	57%	3	0%
Garcia, Marlyn	X	X	X	X	X	P	P	2	100%	0	0%
Holloway, Kristina	A	P	P	P	P	P	P	6	86%	1	14%
Jackson, Stephen	P	P	P	P	P	P	P	7	100%	0	0%
James, Judy	P	P	P	P	A	P	P	6	86%	1	14%
Kincaid, Scott	P	P	P	P	P	P	P	7	100%	0	0%
King, Cynthia	P	P	P	P	A	A	Z	5	71%	2	0%
Knerr, Chris	P	P	P	A	P	P	P	6	86%	1	14%
McEntagart, John	P	P	P	P	P	P	P	7	100%	0	0%
Nunez, Sean	X	X	X	X	X	A	P	1	50%	1	50%
Pickins, Michael	P	P	A	P	P	Z	P	6	86%	1	14%
Steffensen, George	P	P	P	P	A	P	A	5	71%	2	29%
Sweet, Ananda	P	P	P	P	P	P	Z	7	100%	0	0%
Tam, David*	P	A	P	Z	A	Z	A	4	57%	3	43%
Toledo, Pedro	P	P	P	Z	P	P	A	6	86%	1	14%
Vasquez, Lauren	P	A	A	P	A	P	P	4	57%	3	50%
Wall, Alena	P	A	P	P	P	Z	A	5	71%	2	29%

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

Reason Absent

Tracking is required per AB2449.

Ethan Brown - Business Erin Carlson - Ill. Brad Davis - Business

Paul Duranczyk - Travel/Vacation Louis Ganzler, Business George Steffensen - Business David Tam - Business Pedro Toledo - Business Alena Wall - Business

WIBE Attendance 12 Month

	Dates								Present	%	Absent	%			
	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	4/9/25	5/14/25	Pre	/6	Ab	70
Coffey, Judy	P	P	P	A	A	P	Z	P	P	P	P	9	82%	2	18%
Evans, Brandy	P	P	P	P	P	P	P	P	A	P	P	10	91%	1	9%
Jackson, Steven	P	P	P	P	P	P	P	P	P	P	P	11	100%	0	0%
Kincaid, Scott	P	A	P	P	P	P	P	P	P	P	P	10	91%	1	9%
Pickens, Michael	P	P	P	P	P	A	P	P	Z	P	P	10	91%	1	9%
Sweet, Ananda	P	P	P	P	P	P	P	P	P	A	Z	10	91%	1	9%

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

Scheduled Absences:

Note: 2/12/25 and 6/11/25 WIBE meetings were canceled.



WIOA Waiver Applications for PY 2526

CA Workforce Development Board and EDD requested and were approved for three WIOA waivers from DOL.

Job Link applied for these three waivers on May 29, 2025, and the CA Workforce Development Board approved them on June 12, 2025.

Transitional Jobs (TWEX)

- Currently, up to 10% of WIOA Title I Adult/DW formula funds for TWEX
- This allows up to 30% of funds to be used for TWEX
- Could see up to 10% increase in Adult/DW placed in Transitional Jobs

On-the-Job Training (OJT)

- Currently, up to 50% of employer funds are reimbursed for OJT
- This allows up to 90% of employer funds to be reimbursed for small businesses
 - Small businesses employ 50 or fewer employees
- Could see up to 25% increase in Adult/DW placed in OJTs

Out-of-School Youth (OSY)

- Currently, required to spend at least 75% of WIOA youth formula for OSY
- This waiver drops the requirement to 50% for OSY
 - o Expands our outreach of In School Youth (ISY) for foster, justice-involved, or shelterless
- Could see up to 15% increase in ISY served

Applications submitted to EDD last week, May 29, 2025.