

SONOMA COUNTY
 **WORKFORCE
INVESTMENT BOARD**

www.sonomawib.org

Executive Committee
July 10, 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 May 8 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 July WIB Meeting (2:35)** *(Discussion)*
- VII. **Upcoming WIB Executive Committee Meetings and WIB Meetings** *(Discussion)*

August 14, 2024	Executive Session: 4:00 pm to 5:00 pm	In person / Zoom As Needed
September 11, 2024	Executive Session: 2:00 pm to 2:25 pm	In person / Zoom As Needed
September 11, 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 June 12, 2024

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

Members Absent: None

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

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

I. Public Comment

None.

II. Approve Minutes of May 8, 2024

Motion to approve Minutes of May 8, 2024: Scott Kincaid / Michael Pickens 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

A. Membership

- Nancy Emanuele is retiring from SCOE and stepping down from the WIB. Members will share their appreciation of Nancy and her work with the WIB at the July meeting. The WIB Membership Committee has reached out to SCOE for their nomination of a candidate for the Adult Education seat on the Board.
- The WIB Membership Committee has reached out to the Department of Rehabilitation requesting nomination of a candidate for the Department of Rehabilitation seat that is vacant due to David Wayte’s retirement.
- New members Lauren Bodsworth, Cynthia King, and Louis Ganzler were approved at the Board of Supervisors meeting on June 10th. Thomas Stuebner’s membership was renewed at the same meeting. Staff will reach out to inform the members of their approval, work

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with them to complete their oath of office and orientation training. They will be invited to attend the July WIB meeting.

The next WIB orientation will be held on July 10 at 2:00 pm. New members, members requesting a “refresher”, and interested parties will be invited to attend.

B. Attendance

WIB member attendance records for a rotating 12-month period were reviewed. There were no members who were out of compliance at this time. Noted some members had multiple absences and will reach out to them if they miss additional meetings.

C. Retreat Planning

- Reviewed the results of the retreat survey and discussed next planning steps.
- Budget for everything including food, space, facilitator is \$3,000.
- Discussed options for meeting dates.
 - One option could be to schedule to replace a currently planned WIB meeting with an extended time.
 - Looked at scheduling on a month that does not include a WIB meeting.
 - Tentatively selected October 2nd from 10:00 am to 2:00 pm, pending confirmation of availability of presenters.
- Reviewed possible discussion topics.
 - CWB is providing training on the “Role of a WIB Member” at multiple boards in California. Staff will look to into scheduling and pricing to include this presentation.
 - Review of WIB sub-committees and ad hoc groups. Discuss adding a youth element as a sub group. Members are all encouraged to participate in these groups.
 - Share the EDB Workforce Survey Report. It has a lot of information on the areas we are discussing as a group and would tie into the program well.
 - Brandy and Michelle to meet off line and begin planning discussions.
 - ❖ Schedule a planning meeting of this group that includes the interested members of the WIB from the survey.

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- ❖ Ask Katie to come to planning and help set the direction. Maybe have her speak at the event.
- ❖ Set list of who is handling what items for planning.
- ❖ Bring in lunch.
- Focus on top three areas of interest from the survey. Maybe merge items one through three. That would make the focus items one, four and five from the survey
 - 1. WIB Strategic Direction (merge 1-3?)**
 - Presentation by a speaker like Robert Eyler?
 - 2. Sonoma County Areas of Workforce Development Concern (merge 1-3?)**
 - Look for gaps and/or pipelines not created. Reflect on if there are any blind spots.
 - What are areas not recovered from COVID that struggle?
 - Presentation by Economic Development Board using their reports.
 - Discussion of living wage.
 - 3. Key workforce Areas of Development (merge 1-3?)**
 - Facilitator will help define a strategic direction of this discussion.
 - Review of updated Portrait of Sonoma County report.
 - 4. Funding Initiatives – past and present**
 - Could be done as a quick high-level discussion. No need for a deep dive.
 - 5. Our Role with Job Link**
 - Share what we do for employers and the public. Recognition of programs provided and what is offered.

IV. Ad Hoc Committee Updates

A. WIB Membership Committee

Stephen shared the Membership/Nominating Ad Hoc Committee Report. Highlights included:

- All of the original goals of the committee have been met.
- All recommendations to the WIB Executive Committee were approved and adopted.
- Committee recommendations to date included:

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- Setting a fixed number for the amount of WIB members.
- Term limits.
- Created a one-page fact sheet about WIB membership.
- The group will continue to meet “as needed”.

Motion to approve the Membership/Nominating Ad Hoc Committee Report and have Stephen Jackson report on it at the July full WIB meeting: 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.

B. DEIB Committee

- The DEIB Committee last met on June 4th. Discussion covered DEIB as part of the County action plan, and how that is part of the plans for the Human Services and Health Departments.
- Talked about what belonging is and what a group needs to do to make you feel like you belong.
- Discussed what will be done for the standing DEIB item on the July WIB agenda.
 - Want to learn more about what DEIB work is happening at WIB members’ organizations.
 - Looking at how to bring additional data to the WIB.
 - Staff is looking into doing a Mentimeter for feedback from members during the DEIB large and small group discussions for this item.
- Reminder of the DEIB information available to all WIB members on the Google drive that was shared at the May WIB meeting. The committee is looking to share information on that drive for feedback among members between meetings.

V. Operations

A. One Stop Operator/Staffing Update

- There is a focus on doing more workshops and redeveloping existing workshops.
- The one stop position recruitment is still on hold. Patti from the EDB is filling in part time and engaging with Job Link Steering Partners to encourage more participation for workshops.

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- WIB Member Erin Carlson has joined and participated in two of the Job Link Steering Committee meetings.
- *Success Story:* The Computer Lab staff member reported that three people he has worked with have found employment in the last six weeks.

B. Job Link Update

- The Homeless Employment Group, a Job Link collaborative made up of government agencies, nonprofits, and employers working with the unsheltered or at risk of becoming homeless find jobs, was recognized by the Board of Supervisors with a Gold Resolution for the work they have been doing. There will be a presentation on this and the resolution will be shared at the July WIB meeting.
- The Second Chance job fair to be held in the Sonoma County jail is being planned for July 20th.
 - There are two scheduled sessions for staff to work one on one with inmates to create resumes.
 - Mock interviews are being planned for August.
 - Job Link plans to have 21 tables at the Job Fair that will include employers, resources agencies, and support service information.
 - Ananda offered to assist Job Link with language around the benefits of hiring someone from the justice system to use in their marketing. She has some good data points and business cases she can share to encourage employers to consider these clients for employment. Carol will reach out to Ananda after the meeting.
- Staffing is down two and a half positions due to budget restrictions.
- Grant updates.
 - *Regional Equity and Recovery Partnership (RERP)*
The Santa Rosa Junior College is using this grant for cohorts on early childhood education and advanced manufacturing. A new cohort for each program will begin this month. There have been some challenges with coordination around the apprenticeship employers for early education, but that is all coming together.
 - *Dislocated Worker (QUEST), Sonoma Family Meal Cohort*
We have 17 people signed up for the cohort starting soon at Sonoma Family Meal. This will be the last cohort due to the grant funding ending September 17.
 - *Prison To Employment (P2E)*

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P2E funds are being used in the Second Chance Job Fair.

VI. Prepare for May WIB Meeting

Reviewed the following recommended presentation/discussion topics.

- Welcome new WIB members.
- Nancy Emanuele recognition.
- Presentation on Gold Resolution Job Link received.
- DEIB Standing Item - This item will involve smaller group discussions and voting via Mentimeter for feedback and interaction during the meeting.
- Update on what WIB Retreat plans are ready to be shared at that time.
- Broadband update if information is available to report on at that time.
- WIB data refresh including program data.
- Dashboard report.
- Membership/Nominating Ad Hoc Committee Report.
- Success stories.

VII. Upcoming WIB Executive Committee Meetings and WIB Meetings

July 10, 2024	Executive Session: 2:00 pm to 2:50 pm	In person / Zoom As Needed
July 10, 2024	Full Session: 3:00 pm to 5:00 pm	In person / Zoom As Needed

VIII. Adjourn

4:59 pm meeting was adjourned.

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