

SONOMA COUNTY
 **WORKFORCE
INVESTMENT BOARD**

www.sonomawib.org

**Executive Committee
 July 12, 2023
 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)**
- II. **Approve Minutes of June 14, 2023 and Review Action Items (2:20)** *(Action*)*
- III. **WIB Business (2:25)** *(Discussion/Action*)*
 - A. Membership
 - B. Review/Edit Ad Hoc Committee Request
- IV. **Prepare for July WIB Meeting** *(Discussion)*
- VII. **Upcoming WIB Executive Committee Meetings and WIB Meetings** *(Discussion)*

July 12, 2023	Full Session:	3:00 pm to 5:00 pm	In person / Zoom As Needed
August 9, 2023	Executive Session:	4:00 pm to 5:00 pm	In person / Zoom As Needed
September 13, 2023	Executive Session:	2:30 pm to 2:45 pm	In person / Zoom As Needed
September 13, 2023	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 10, 2023

Members Present: Brandy Evans, Robin Bartholow, Judy Coffey, Scott Kincaid, and Ananda Sweet

Via Teleconference: Stephen Jackson

Guests: Sal Flores (attending for Michael Pickens)

Guests via Zoom: Patti Andrews

Members Absent: Michael Pickens

WIB Staff: Pru Ratliff, Katie Fosburgh (EDB), Katie Stohlmann, Ashley Taylor, and Judy Oates

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

I. Public Comment

None.

II. Approval of Minutes of May 10; and Review Action Items

Motion to approve Minutes of May 10, 2023: Scott Kincaid /s/ Ananda Sweet. Approved
(Stephen Jackson, Brandy Evans, Robin Bartholow, Judy Coffey, Scott Kincaid, and Ananda Sweet.)
There were no abstentions. There were no “nay” votes. The motion carried.

III. DEIB Planning

Stephen and Robin reported out from the DEIB Committee.

The new application question approved at May WIB has been added to the member application. The DEIB Ad Hoc Committee recommends the WIB Executive Committee approve creating a standing/ad hoc WIB Membership/Recruitment/Application Review Committee.

- Reason for the Request: This action will be a first step to meet the WIB approved DEIB Committee Goals – Objective 2: Examine the process for selecting new WIB members to ensure applicants or the organization they represent have contributions and commitment to equity and diversity.

Auxiliary aids, services, and versions are available to individuals with disabilities upon request by calling (707) 565-8500.

- Approved proposed strategy to reach Objective 2 listed in the Committee Goals: “The WIB is committed to building and maintaining a diverse board. It will proactively recruit a wide range of groups for opportunities to serve on the board.”

Reviewed items for this group to discuss and they would bring additional recommendations back to the WIB Executive Committee. This would allow more of a full board and community voice to what the requirements are when vetting WIB members.

After discussion it was agreed to start with an ad hoc committee of WIB members to review items and suggest new formats to the WIB Executive Committee regarding recruitment and membership. Then the WIB Executive Committee will review that information and decide if this work will remain with the WIB Executive Committee going forward or if a new standing or ad hoc committee will be needed.

The discussion of what this group will review should be brought to the WIB for discussion for feedback from members and the public at the meeting. Then WIB members can volunteer to participate in the ad hoc.

Members shared their appreciation of Michelle for her knowledge and leadership regarding DEIB for the WIB.

Motion to approve creation of ad hoc committee review and make recommendations to the WIB Executive Committee to institutionalize and formalize membership criteria; review/update member application; examine process to accept or deny an application; create a checklist of desired member attributes; review desired size of the WIB; term durations; create a new member recruitment process; and review on boarding practices. Stephen Jackson /s/ Judy Coffey. Approved (Stephen Jackson, Brandy Evans, Robin Bartholow, Judy Coffey, Scott Kincaid, and Ananda Sweet.) There were no abstentions. There were no “nay” votes. The motion carried.

IV. WIB Business

A. Membership

Auxiliary aids, services, and versions are available to individuals with disabilities upon request by calling (707) 565-8500.

The three applications on file were reviewed under the current process. It was noted that we did not want to lose good candidates for our Board by continuing to hold applications for an extended period.

Motion to approve Brian Purtil's WIB member application and forward the item to the Board of Supervisors for approval: Stephen Jackson /s/ Judy Coffey. Approved (Stephen Jackson, Brandy Evans, Robin Bartholow, Judy Coffey, Scott Kincaid, and Ananda Sweet.) There were no abstentions. There were no "nay" votes. The motion carried.

Motion to approve Chuck Wade's WIB member application and forward the item to the Board of Supervisors for approval: Scott Kincaid /s/ Ananda Sweet. Approved (Stephen Jackson, Brandy Evans, Robin Bartholow, Judy Coffey, Scott Kincaid, and Ananda Sweet.) There were no abstentions. There were no "nay" votes. The motion carried.

Discussed that the third applicant has not attended any WIB meetings to date and members were not familiar with the company and their work. Would like to invite them to attend a meeting to learn more about the work of the WIB, allow members to meet them, and review again at a later date. This application is newer and has not been on hold an extended time.

Motion to table Lauren Bodsworth application: Scott Kincaid /s/ Robin Bartholow.

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

B. Attendance

Reviewed the attendance reports noting that our practice is to reach out to any member who misses two consecutive meetings. It was decided a few members would be reached out to by members to ensure future attendance.

Action: Stephen will reach out to Nancy Emanuele.

Action: Judy will reach out to Anita Maldonado.

Action: Stephen will reach out to Jan McEntagart.

V. Operations

A. Grant Updates

Auxiliary aids, services, and versions are available to individuals with disabilities upon request by calling (707) 565-8500.

Regional Equity and Recovery Partnership (RERP)

- \$370,000 in partnership with Solano County
- Grant dates: 12/1/22 – 9/30/25, contract signed last week
- Job Link is working with Santa Rosa Junior College Early Childhood Education and Advanced Manufacturing programs creating a cohort for ECE that will include a monthly stipend to participate in career building workshops.

Prison To Employment

- \$128,226; \$64,113 per year
- Grant dates: 1/1/23 – 12/31/25, contract signed last week
- Working with justice involved individuals for tuition/vocational training, on-the-job training and supportive services.

Quality Jobs, Equity, Strategy, and Training National Dislocated Worker (QUEST)

- \$300,000 in partnership with Employment Development Department
- Grant dates: 10/1/22 – 9/30/24
- Working with the long-term unemployed, underemployed, and other impacted by the pandemic or historically marginalized or underserved.
- Training focused on certification for culinary hospitality occupations including front and back of house operations in a partnership with Sonoma Family Meal.
- Eight weeks of training, then 140 hours of paid internships at a wage of \$22 per hour.
- Partner agencies include La Luz, Catholic Charities, COTS, Petaluma People Services, and others who will identify potential participants.

B. Local Area Subsequent Designation and Local Board Recertification Application

Michelle submitted the application for Sonoma County to be designated as its own local area and the recertification of the WIB to the state on Thursday, May 25th

C. Job Link Update

- *Workshops:* Santa Rosa Junior College will be hosting a registration event at Job Link June 22 from 2:00 to 4:30 pm. Anyone that attends will also receive information about

Auxiliary aids, services, and versions are available to individuals with disabilities upon request by calling (707) 565-8500.

Job Link Services the Affordable Connectivity Program. Pre-registration is available by calling Adult education at 707-521-7962.

- *Resource Room:* The physical space is being reviewed and updated with an inclusivity lens to create a space everyone feels included, heard, and safe.
- *Networking:* Job Link is establishing relationships with other agencies that target populations we serve. Examples include Latino service providers who work with youth, and representatives from the Asian American, Pacific Islander (AAPI) community.

Member asked if Indigenous People/Native Americans were grouped with the AAPI community in this outreach effort or if they were included in these efforts. Staff will follow up with additional information at the July meeting.

VI. Prepare for July WIB Meeting

- Discussion of the membership review / member recruitment ad hoc and goals for that group to gather feedback from members and the public on those subjects. Call for members to volunteer for that committee.
- Impact stories about how Job Link programs have affected participants. These stories are one of the best ways to explain the work of the WIB to the public and also assist with recruitment.
- SCYEC Program update and impact stories.

VII. Upcoming WIB Executive Committee Meetings and WIB Meetings

July 12, 2023	Executive Session:	2:00 pm to 2:45 pm	Santa Rosa Room/Zoom
July 12, 2023	Full Session:	3:00 pm to 5:00 pm	Santa Rosa Room/Zoom

VIII. Adjourn

The meeting was adjourned at 4:47 p.m.

Auxiliary aids, services, and versions are available to individuals with disabilities upon request by calling (707) 565-8500.