

SONOMA COUNTY
 **WORKFORCE
INVESTMENT BOARD**

**Executive Committee
September 11, 2024
2:15 pm to 2:45 pm**

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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 August 14 and Review Action Items (2:20)** *(Action*)*
- III. **WIB Business (2:25)** *(Discussion/Action*)*
 - A. **Membership***
 - B. **Retreat Planning**
- IV. **Prepare for November WIB Meeting (2:40)** *(Discussion)*
- VII. **Upcoming WIB Executive Committee Meetings and WIB Meetings** *(Discussion)*

October 9, 2024	Executive Session:	4:00 pm to 5:00 pm	In person / Zoom As Needed
November 13, 2024	Executive Session:	2:00 pm to 2:25 pm	In person / Zoom As Needed
November 13, 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 August 14, 2024

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

Guests: Jose Landaverde

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

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

I. Public Comment

None.

II. Approve Minutes of July 10, 2024

Motion to approve Minutes of July 10, 2024: Michael Pickens / Ananda Sweet Approved

(Brandy Evans, Judy Coffey, Michael Pickens and Ananda Sweet.) There were no abstentions.

There were no “nay” votes. The motion carried.

III. WIB Business

- Membership
 - The Membership committee reached out to appropriate parties regarding their recommendations for the open Adult Education, Labor, and Department of Rehabilitation seats. No applications for these seats have been received yet.
 - Noted there are two open unassigned seats on the WIB that will be addressed by the Membership Committee after the WIB retreat. There is also one application currently on hold that will be reviewed at that time.
 - The Board of Supervisor item to extend Brian Purtill’s first term from one to two years will go to the Board of Supervisors for approval on September 17th. This will bring him into alignment with incoming and existing board members for the length of his term.

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

- Erin Carlson has stepped down from the WIB DEIB Committee and is now serving as the WIB Representative on the Job Link Steering Committee. Members will be encouraged to join the DEIB Committee at the next WIB meeting.
- Ananda was recognized for her new position as Interim CEO at the Metro Chamber.
- Attendance

There are no members out of attendance compliance at this time. Brandy will reach out to Pedro Toledo to ensure his continued commitment to participation with the WIB with his work promotion.

Stephen Jackson joined.

Scott Kincaid joined.

- Retreat Planning

Michelle reported the Retreat Planning Committee (WIB members Michael, Brandy, Alena, Erin; and staff members Michelle, Maureen, Judy) met today and gave feedback on the draft agenda shared with the committee.

 - The retreat will be held October 2nd from 9:30 am to 2:30 pm with time for networking before, during activities, and at lunch.
 - The Santa Rosa Room will be the location and room set up options were reviewed.
 - Staff is working with the list of County approved facilitators to find the best fit for our group, that is in our budget range, and available on October 2nd.
 - Reviewed objective of increased understanding of role and responsibility of the WIB and its members, goals, and a deeper connection of WIB members to their colleagues.
 - Presentation will include: WIB 101, economic and demographic information, strategic planning, initiatives, committee work, grant and funding information.
 - Initiative discussion will include a review of previous initiatives, directions for new initiatives, past and current high priority industries driving the economy, and possible areas the WIB may want to focus their efforts/support.
 - Budget for the event.

- The Executive Committee shared their approved plans for the retreat so far. Additional recommendations for discussion items offered by the Executive Committee included the following.
 - Look at how politics may influence our work after the election.
 - Review of current committees and discussion of new committees to be formed to support new initiatives. This would also include encouragement of members to join committees as required in the bylaws.
 - Review of key sectors driving the economy to assist with discussion of areas of focus.
 - WIB engagement with the community.
 - Ensure “next steps” involve a commitment to action.

IV. Ad Hoc Committee Updates

- WIB Membership Committee

The committee will convene when there is an application to review or other membership needs.

- DEIB Committee

Due to vacations and summer schedules there has been a delay in setting a date to meet that the majority of members could attend. The committee will meet before the September WIB meeting to plan for the education or activity item for the standing agenda item.

V. Operations

- One Stop Operator/Staffing Update

- The One-Stop is returning to having a selection of workshops for clients similar to what was offered pre-COVID. Staff offered a presentation on the current workshops being offered at the September meeting if there is interest.
- Job Link continues to work on ways to market themselves.
- The One-Stop is working with SonomaWORKS clients transitioning to Job Link services.
- There will be recruitment for a One-Stop Operator soon.
- Patti Andrews is assisting with operational needs while we offer services without a One-Stop Operator.

- Job Link Update
 - Carol has hired a new Analyst who will work with the Adult programs. Lilian will continue to work with the Youth programs.
 - Applications are being received for open Supervisor position with plans to do interviews in September.
 - Erin Carlson has joined the Job Link Steering Committee as the WIB representative.
 - Job Fair at Sonoma County Jail

The jail job fair allowed 90 individuals who were within 90 days of release to attend booths with representatives for services and jobs. One person who attended was released and has come to Job Link for services. It was a very positive event for attendees and table providers. Due to the success and original design of this program Carol will be presenting on it at the California Workforce Association conference in September.
- The Homeless Employment Group program is being revamped as it moves forward with a new manager.

Q. Can we have staff present on the results of the job fairs that are being offered? We hear they are well planned and attended, but would like more detail. How many attendees received Job Link services or jobs? These are nice talking points for the WIB members to use when talking about our work out in the community. Please include information about the fair at the jail.

A. Staff will add this to the report outs at the September meeting.

Katie shared that the NBEC region contracted a public relations firm for development and recorded sites about the amount of people who have received Job Link services in our counties. This includes Justice involved individuals who have received services. Staff will make these recordings available to the WIB members.

- 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. We are halfway through the grant at this point. The fall

semester is starting soon and the early childhood education training may be on hold for this semester. Staff will work to support those in the program with WIOA funds if they are not eligible for the RERP funding.

- *Dislocated Worker (QUEST), Sonoma Family Meal Cohort*

We are working on the last cohort due to the grant funding ending September 17th. The State may offer to extend the program for one year, and we will apply for that funding to extend the program if it becomes available.

- The State will be monitoring the Job Link programs in the next few weeks.

VI. Other

Katie has been covering her current duties as well as the work of the Economic Assistance Director since that person retired two months ago. Today Katie shared that she has accepted the position as the new Economic Assistance Director.

Recruitment will be held for the Employment & Training / WIB Director position. Katie will continue to serve in her current role covering both positions until the new Director is hired, and will remain the WIB Director at least through September.

The committee congratulated Katie on her new position and thanked her for her service over the past seven years as the WIB Director.

VII. Prepare for September WIB Meeting

Staff shared items that will be included in the September full WIB meeting agenda.

- Recognition of two WIB members retiring from the Board.
- DEIB standing item.
- Update on October 2nd WIB Retreat planning.
- Electric Vehicle Infrastructure Training Program (EVITP) funding opportunity.
- Report on Homeless Employment Group program.
- Report on job fair at the jail.
- Job Tracker Report presentation.

VIII. Upcoming WIB Executive Committee Meetings and WIB Meetings

September 11, 2024 Executive Session: 2:00 pm to 2:50 pm In person / Zoom As Needed

September 11, 2024 Full Session: 3:00 pm to 5:00 pm In person / Zoom As Needed

IX. Adjourn

4:47 pm meeting was adjourned.