

## www.sonomawib.org

Executive Committee January 10, 2024 2:00 pm to 2:45 pm

2227 Capricorn Way, Santa Rosa

## Note Location ⇒ ⇒

## 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 (2:00)
- II. Approve Minutes of November 8 and December 13, 2023 and Review Action Items (2:05) (Action\*)
- III. WIB Business (2:10)

(Discussion/Action\*)

- A. Membership
- B. Chair Elect
- C. Attendance
- D. Member Ad Hoc Update
- E. DEIB Ad Hoc Update.
- IV. Prepare for January WIB Meeting (2:35)

(Discussion)

## VII. Upcoming WIB Executive Committee Meetings and WIB Meetings

(Discussion)

January 10, 2024	Full Session:	3:00 pm to 5:00 pm	In person / Zoom As Needed
February 14, 2024	Executive Session:	4:00 pm to 5:00 pm	In person / Zoom As Needed
March 13, 2024	Executive Session:	2:00 pm to 2:25 pm	In person / Zoom As Needed
March 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 November 8, 2023

**Members Present:** Brandy Evans, Robin Bartholow, Judy Coffey, Scott Kincaid, and, Stephen Jackson

Members Absent: Michael Pickens Ananda Sweet

WIB Staff: Michelle Revecho, Maureen Fifer, Pru Ratliff, and Judy Oates

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

## I. Public Comment

Duane Dewitt of Roseland spoke as a member of the public. He asked for someone from the City of Santa Rosa or from County of Sonoma to step up and champion the work to be done on the polluted area (known by the EPA as Brownfield sites) by Sebastopol Road. There was a grant for this work six years ago and he would like to see this work continued.

II. Approval of Minutes of October 11, 2023; and Review Action Items

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

## III. WIB Business

## A. Membership

- Reviewed new member application from Cynthia King. This item will be held until the Membership Ad Hoc Committee meets. Staff reminded the committee there is still another application from Lauren Bosworth on file for review as well.
- Noted that Anita verbally told a WIB member she intends to leave the WIB but has not submitted a resignation in writing yet.

**Action:** Staff was asked to reach out to Cynthia to see if she is looking to replace Dr. Cooper as a representative of CAP Sonoma or if this was a separate request.

**Action:** Judy Coffey will reach out to Anita regarding an official resignation.

## B. Membership Ad Hoc Update

- The group had their first meeting.
- Newly added members include Robin Bartholow, Carol McHale, and Judy Coffey.
- The group plans to review the current application form and process against what other
   WIBs use and what the Maddy Book uses.

## C. DEIB Ad Hoc Update

- The team has completed the first goal of Learning. The second goal of Membership is in process (under the newly formed Membership Ad Hoc). The third and last goal of Data and accountability will be discussed at the next meetings.
- Michelle reported that the Office of Equity is working on accountability measures that will be part of the discussion at the next meeting.

## D. Exec Meeting Retreat

Brandy asked if there was interest in doing a retreat in 2024 to engage in planning and review goals. The group would like to work with staff to plan a WIB Executive Committee retreat in the fall of 2024, and look at the option of a WIB retreat in 2025 for education and planning.

## E. WIB Monitoring Update

Pru shared that staff is waiting to receive the findings report from the state for our September/October monitoring visit. This information will be shared at a future meeting.

## IV. Prepare for November WIB Meeting

There were no discussion items or requests to prepare for at this time.

## V. Upcoming WIB Executive Committee Meetings and WIB Meetings

November 8, 2023	Full Session: 3:00 pm to 5:00 pm	In person / Zoom As Needed
December 13, 2023	Executive Session: 4:00 pm to 5:00 pm	In person / Zoom As Needed
January 10, 2024	Executive Session: 2:00 pm to 2:50 pm	In person / Zoom As Needed
January 10, 2023	Full Session: 3:00 pm to 5:00 pm	In person / Zoom As Needed

## VI. Adjourn

2:53 pm meeting was adjourned.

## **Workforce Investment Board**

## **Executive Committee**

## **DRAFT** Minutes of December 13, 2023

Members Present: Brandy Evans, Robin Bartholow, and Judy Coffey

Members Absent: Stephen Jackson, Scott Kincaid, Michael Pickens and Ananda Sweet

WIB Staff: Katie Greaves, Michelle Revecho, Maureen Fifer, Lilian Roman, Carol McHale, and

**Judy Oates** 

#### I. Public Comment

Robin Bartholow announced her intention to step down from the WIB effective January 1, 2024.

## II. Approve Minutes of November 8, 2023

Item was held to the January meeting due to lack of a quorum.

#### III. WIB Business

## A. Membership

Item was deferred to the January meeting due to lack of a quorum.

## B. Attendance

Item was deferred to the January meeting due to lack of a quorum.

## C. Ethics Update

The state has discontinued providing the free training on their website which the County has been using for the two-hour ethics training. All are encouraged to complete current training needs before 12/31 on this site. County Counsel is reviewing options and will send out their recommendation for a replacement site soon. Hope to announce new site at January meeting.

## IV. Operations

## A. One Stop Operator Update

Lili provided a brief review of the One Stop's Continuous Improvement Plan (CIP) and plans to do a full presentation of this data for the January full WIB meeting.

<sup>\*</sup> Indicates members who arrive late or leave a meeting early.

Upcoming Job Link projects include the following:

- Job Link Steering Committee (JLSC) Survey: This will be helpful in creating new
  opportunities and improve partnerships in a post pandemic environment. Noted WIB
  staff will look at the bylaws about adding a WIB member to this committee.
- Resource Room Community Survey: This will teach us what drives people to our office so we can use that information to revamp services in 2024.
- *Youth Fair*: Staff plans to coordinate with the Economic Development Board, Business Services, and youth employers to plan the 2024 Youth Fair.
- Mixer: The One Stop will also host a mixer in collation with Santa Rosa Metro Chamber in 2024 that will allow visibility and marketing of Job Link and our services. There may be some opportunities for WIB member involvement. Lili will share more on this as the plan comes together.

## B. Job Link Updates

- Fiscal Year 23/24 Monitoring Report for Youth was completed in September and no shortcomings were reported.
- Resource Fair for Unhoused held in Petaluma in November was great success with a lot of community engagement and involvement. The next event will be held in the spring in the Santa Rosa area.
- Job Link is currently interviewing to replace 2.5 positions and expect to be able to hire for all three positions shortly. They have also posted the vacant PPEA position and will be working on filling that soon.

## C. Grant Updates

- Farmworkers Advancement Grant: Staff decided not to pursue this grant opportunity.
   The Board of Supervisors is interested in seeing Job Link work with the Office of Equity to do a resource fair for farm workers.
- Regional Equity and Recovery Partnership (RERP): Job Link is working with Santa Rosa Junior
   College on Early Childhood Education and Advanced Manufacturing cohorts.
  - The ECE program has started and we enrolled ten clients last week.

- Staff is working with faculty on the manufacturing program.
- The Prison to Employment Grant (P2E): There will be a regional convening held in Napa March 2024 with justice partners and other WIBs regarding justice involved clients.
- Student Training & Education Program (STEP): Michelle reported we applied for this grant and were awarded \$711,800 over a three-year period. This will be a student training program in collaboration with the Department of Rehabilitation similar in design to our current youth program, with a stronger focus on individuals with physical or cognitive disabilities including anxiety, depression, and EIP/504 plans.
  - Q. Would members of the Newcomers group at Elsie Allen be eligible? Would learning a new culture and language count as a disability?
  - A. Michelle will look into the answer for that.

## V. Ad Hoc Committee Updates

Item was deferred to the January meeting due to lack of a quorum.

## VI. Prepare for January WIB Meeting

Items staff is looking to report on in January include the following.

- EDB Broadband presentation.
- The presentation from Maleese Warner ECE apprenticeship has been moved to March.

## VII. Upcoming WIB Executive Committee Meetings and WIB Meetings

January 10, 2024 Executive Session: 2:00 pm to 2:50 pm In person / Zoom As Needed

January 10, 2024 Full Session: 3:00 pm to 5:00 pm In person / Zoom As Needed

## VIII. Adjourn

4:53pm meeting was adjourned.

WIB Attendance 12 Months										
	Dates					Present	%	Absent	%	
	1/11/23	3/8/23	5/10/23	7/12/23	9/13/23	11/8/23	Pı		A	
Bartholow, Robin	P	P	P	A	P	P	5	83%	1	17%
Brown, Ethan	P	P	P	A	A	P	4	67%	2	33%
Carlson, Erin	P	P	P	A	P	A	4	67%	2	33%
Coffey, Judy	P	P	A	P	P	P	5	83%	1	17%
Cooper, Susan	P	P	A	A	P	P	4	67%	2	33%
Davis, Brad	P	P	A	P	P	P	5	83%	1	17%
Diaz, Keith	P	A	P	P	P	P	5	83%	1	17%
Duranczyk, Paul	P	P	P	P	A	A	4	67%	2	33%
Emanuele, Nancy	A	A	P	Z	P	P	4	67%	2	33%
Evans, Brandy	P	P	P	P	P	P	6	100%	0	0%
Holloway, Kristina	P	A	P	A	P	P	4	67%	2	33%
Jackson, Stephen	P	P	A	P	A	P	4	67%	2	33%
James, Judy	P	P	P	A	A	P	4	67%	2	33%
Kincaid, Scott	P	P	P	A	P	P	5	83%	1	17%
Knerr, Chris	P	P	P	A	P	A	4	67%	2	33%
McEntagart, John	P	A	A	P	P	P	4	67%	2	33%
Pickins, Michael	P	P	P	A	A	P	4	67%	2	33%
Brian Purtill	X	X	X	X	P	P	2	100%	0	0%
Sprague, Ken	P	A	P	Z	P	Z	5	83%	1	17%
Steffensen, George	P	P	P	P	P	P	6	100%	0	0%
Stuebner, Thomas	A	P	P	A	P	A	3	50%	3	50%
Sweet, Ananda	P	P	A	P	P	A	4	67%	2	33%
Tam, David	P	P	P	P	P	Z	6	100%	0	0%
Toledo, Pedro	P	A	Z	A	P	A	3	50%	3	50%
Wall, Alena	A	P	P	P	A	A	3	50%	3	50%
Wayte, David	P	P	P	P	A	P	5	83%	1	17%

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

Scheduled Absences:

None.

# **WIBE Attendance 12 Month**

	Dates								sent	%	bsent	%				
	1/11/23	2/8/23	3/8/23	4/12/23	5/10/23	6/14/23	7/12/23	8/9/23	9/13/23	10/11/23	11/8/23	12/13/23	Pre	70	Ab	70
Coffey, Judy	P	P	P	A	A	P	P	P	P	A	P	P	9	75%	3	25%
Evans, Brandy	P	P	P	P	P	P	P	P	P	P	P	P	12	100%	0	0%
Jackson, Steven	P	A	P	P	P	Z	P	Z	A	P	P	A	9	75%	3	25%
Kincaid, Scott	P	P	P	P	P	P	A	P	P	P	P	A	10	83%	2	17%
Pickens, Michael	P	A	P	P	A	A	A	A	P	P	A	A	5	42%	7	58%
Sweet, Ananda	P	P	P	P	A	P	P	P	P	P	A	A	9	75%	3	25%

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

# Sonoma County Workforce Investment Board Chair Elect Candidates 01/10/23

## **Past Chairs**

Brian Ling	Reliance Manufacturing	2000 – 2001
Corey Turner	Sonoma National Bank	2001 – 2002
Steven Herron	Exchange Bank	2002 – 2003
Ed Barr	P&L Specialties	07/01/2003 - 06/30/2004
Judy Coffey	Kaiser Permanente	07/01/2004 - 01/30/2006
Roy Hurd	Empire College	02/01/2006 - 06/30/2008
Ed Barr	P&L Specialties	07/01/2008 - 06/30/2010
Scott Kincaid	Facility Development Corporation	07/01/2010 - 06/11/2014
Robin Bartholow	North Coast Builders Exchange	07/01/2014 - 05/30/2017
Kristyn Bryne	Pruitt Industrial Park	06/01/2017 - 06/30/2019
Ananda Sweet	Santa Rosa Metro Chamber	07/01/2019 - 06/30/2021
Stephen Jackson	Private Consultant	07/01/2021 - 06/30/2023
Brandy Evans	Goodwill Industries of the Redwood Empire	07/01/2023 - 06/30/2025

## Current WIB Business Members – can choose the next Chair-Elect from this list

Erin Carlson	Towne Park	09/10/2019	4 Years
Judy Coffey	Leap Solutions	01/04/2000	24 Years
Susan Cooper	Community Action Partnership	05/22/2018	5 Years
Paul Duranczyk	Villa Marin	01/08/2008	16 Years
Brandy Evans	Goodwill Industries of the Redwood Empire	09/01/2015	8 Years
Kristina Holloway	Healdsburg District Hospital	03/30/2010	13 Years
Stephen Jackson	Private Consultant	09/13/2005	18 Years
Judy James	James Family Cellars	05/12/2020	4 Years
Scott Kincaid	Facility Development Corporation	09/13/2005	18 Years
Brian Purtill	Empire College School of Law	09/12/2023	> 1 Year
Ken Sprague	BioMarin Pharmaceutical, Inc.	03/22/2022	1 Year
Ananda Sweet	Santa Rosa Metro Chamber	11/07/2017	6 Years
Pedro Toledo	Petaluma Health Center	07/13/2010	13 Years
Alena Wall	Kaiser Permanente	06/22/2019	4 Years

Past Chairs are listed in BLUE. Those who have not served yet as Chair are listed in RED. Years served is as of 1/10/2024.

Members can serve as Chair multiple terms.