

SONOMA COUNTY
 **WORKFORCE
INVESTMENT BOARD**

www.sonomawib.org

Executive Committee
October 9, 2024
4:00 pm to 5:00 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**
- II. **Approve Minutes of September 11 and Review Action Items** *(Action*)*
- III. **WIB Business** *(Discussion/Action*)*
 - A. Membership
 - B. Attendance
- IV. **Retreat Review** *(Discussion/Action*)*
- V. **Ad Hoc Committee Updates** *(Discussion/Action*)*
 - A. **WIB Membership Committee**
 - B. **DEIB Committee**
- VI. **Operations** *(Discussion)*
 - A. One Stop Operator/Staffing Update
 - B. Job Link Update
- VII. **Prepare for November WIB Meeting** *(Discussion)*
- VII. **Upcoming WIB Executive Committee Meetings and WIB Meetings** *(Discussion)*
 - November 13, 2024 Executive Session: 2:00 pm to 2:45 pm In person / Zoom As Needed
 - November 13, 2024 Full Session: 3:00 pm to 5:00 pm In person / Zoom As Needed
- VIII. **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 September 11, 2024

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

Members Absent: Judy Coffey

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

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

I. Public Comment

None.

II. Approve Minutes of August 14, 2024

Motion to approve Minutes of August 14, 2024: Scott Kincaid / Michael Pickens Approved

(Brandy Evans, Stephen Jackson, Scott Kincaid, and Michael Pickens.) There were no abstentions.

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

III. WIB Business

- Membership
 - WIB staff received new applications for the open seats representing Labor and Rehabilitation. The WIBE committee requested the WIB Membership/Recruiting Committee convene for application review and next steps recommendations.
 - There are two open unassigned seats on the WIB, and an application on hold that will be addressed by the Membership Committee after the WIB retreat. Once the committee meets again the applicant will be updated on the status of their application.
 - Noted Erin Carlson is not with Petaluma Health Services at this time. Staff will report on an employment update when that information is available.
 - Carol shared that Clara Flor Vera has been hired as the new WIB Analyst for Adult programs and will be introduced at the full meeting.

Ananda Sweet joined.

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

- Retreat Planning
 - Michelle reported the Retreat Planning Committee met today to discuss goals and the flow for the agenda planning for the day. Attendees included the following:
 - WIB members: Michael, Alena, and Erin. Brandy was unable to attend but will be updated by Michelle when they meet to update the agenda and review planning materials.
 - Staff members: Michelle, Maureen, and Judy.
 - Facilitator/moderator Scott Ormerod.
 - Members will be reminded to respond to the food preference/allergy survey at the full meeting.
 - Staff is preparing an after-retreat survey for feedback at the end of the event.
 - Objectives:
 - Leave the retreat with a common purpose;
 - Increase understanding of industry trends;
 - Inspired to elevate WIB impact through spheres of influence;
 - Have a deeper connection to colleagues and our shared goals;
 - Presentations and topics will include:
 - WIB 101 including the role of workforce boards and WIOA services
 - Economic Development Collaborative will present on economic and demographic information
 - Strategic planning, goals, initiatives, and committee work. Initiatives discussion will include a review of previous initiatives, possible new initiatives, high priority industries driving the economy, as well as discussion of areas and how the WIB may want to focus their efforts/support.
 - Grant and other program funding information overview and discussion of priorities.

IV. Prepare for November WIB Meeting

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

- Recognition of Katie for her leadership and contributions to the WIB.

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- DEIB standing item will include discussion of a reset using information gathered at the retreat.
- Members will be encouraged to join committees.

V. Upcoming WIB Executive Committee Meetings and WIB Meetings

October 2, 2024	WIB Member Retreat: 9:30 am to 2:30 pm	In person
October 9, 2024	Executive Session: 2:00 pm to 2:50 pm	In person / Zoom As Needed
November 13, 2024	Executive Session: 2:00 pm to 2:50 pm	In person / Zoom As Needed
November 13, 2024	Full Session: 3:00 pm to 5:00 pm	In person / Zoom As Needed

VI. Adjourn

4:47 pm meeting was adjourned.

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WIB Attendance 12 Months

	Dates						Present	%	Absent	%
	11/8/23	1/10/24	3/13/24	5/8/24	7/10/24	9/11/24				
Brown, Ethan	P	P	P	P	P	A	5	83%	1	17%
Carlson, Erin	A	Z	P	P	P	P	5	83%	1	17%
Coffey, Judy	P	P	P	P	P	A	5	83%	1	17%
Davis, Brad	P	A	P	A	P	P	4	67%	2	33%
Duranczyk, Paul	A	P	A	P	A	P	3	50%	3	50%
Evans, Brandy	P	P	P	P	P	P	6	100%	0	0%
Ganzler, Louis	X	X	X	X	P	P	2	100%	0	0%
Holloway, Kristina	P	P	P	A	A	P	4	67%	2	33%
Jackson, Stephen	P	P	P	P	P	P	6	100%	0	0%
James, Judy	P	A	A	A	P	P	3	50%	3	50%
Kincaid, Scott	P	P	P	P	P	P	6	100%	0	0%
King, Cynthia	X	X	X	X	P	P	2	100%	0	0%
Knerr, Chris	A	P	A	P	P	P	4	67%	2	33%
McEntagart, John	P	A	P	P	P	P	5	83%	1	17%
Pickins, Michael	P	P	P	P	P	P	6	100%	0	0%
Brian Purtill	P	P	P	P	P	P	6	100%	0	0%
Sprague, Ken	Z	P	A	P	P	A	4	67%	2	33%
Steffensen, George	P	A	P	A	P	P	4	67%	2	33%
Stuebner, Thomas	A	P	Z	P	P	P	5	83%	1	17%
Sweet, Ananda	A	P	P	A	P	P	4	67%	2	33%
Tam, David	Z	Z	Z	A	P	A	4	67%	2	33%
Toledo, Pedro	A	A	P	A	P	P	3	50%	3	50%
Vasquez, Lauren	X	X	X	X	P	A	1	50%	1	50%
Wall, Alena	A	P	P	P	P	A	4	67%	2	33%

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

Scheduled Absences:

Paul Duranczyk - Medical reason for July

Kristina Holloway - Business travel for July

David Tam - Business reason for September - sent a colleague as a proxy.

Judy Coffey - Travel reason for September

Ken Sprague - Business reason for September

WIBE Attendance 12 Month

	Dates														Present	%	Absent	%
	8/9/23	9/13/23	10/11/23	11/8/23	12/13/23	1/10/24	2/14/24	3/13/24	4/10/24	5/8/24	6/12/24	7/10/24	8/14/24	9/11/24				
Coffey, Judy	P	P	A	P	P	P	P	P	P	A	P	P	P	A	11	92%	3	25%
Evans, Brandy	P	P	P	P	P	P	P	P	P	P	P	P	P	P	14	117%	0	0%
Jackson, Steven	Z	A	P	P	A	P	P	P	P	P	P	P	P	P	12	100%	2	17%
Kincaid, Scott	P	P	P	P	A	P	P	P	P	P	P	A	P	P	12	100%	2	17%
Pickens, Michael	A	P	P	A	A	P	A	P	A	P	P	P	P	P	9	75%	5	42%
Sweet, Ananda	P	P	P	A	A	A	P	P	P	A	P	P	P	P	10	83%	4	33%

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

Scheduled Absences:

Judy Coffey - Travel.