

SONOMA COUNTY
 **WORKFORCE
INVESTMENT BOARD**

www.sonomawib.org

**Executive Committee
November 8, 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)** *(Discussion)*
- II. **Approve Minutes of September 13, 2023 and Review Action Items (2:17)** ***(Action*)***
- III. **WIB Business (2:20)** *(Discussion)*
 - A. Membership
 - B. Member Ad Hoc Update
 - C. DEIB Ad Hoc Update
 - D. Exec Meeting Retreat
 - E. WIOA Monitoring Update
- IV. **Prepare for November WIB Meeting (2:45)** *(Discussion)*
- VII. **Upcoming WIB Executive Committee Meetings and WIB Meetings** *(Discussion)*

December 13, 2023	Executive Session:	4:00 pm to 5:00 pm	In person / Zoom As Needed
January 10, 2023	Full Session:	3:00 pm to 5:00 pm	In person / Zoom As Needed
January 10, 2023	Executive Session:	4:00 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 October 11, 2023

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

Members Absent: Judy Coffey

WIB Staff: Michelle Revecho, Pru Ratliff and Maureen Fifer

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

I. Public Comment

None.

II. Approve Minutes of August 9, 2023 and September 13, 2023

August 9, 2023 minutes Scott motioned Stephen seconded APPROVED by the ayes. Robin and Michael abstained.

Sept 13, 2023 minutes Scott motioned, Robin seconded, APPROVED by the ayes Stephen abstained.

Motion to approve Minutes of August 9, 2023: Scott Kincaid / Stephen Jackson. Approved (Brandy Evans, Stephen Jackson, Scott Kincaid, and Ananda Sweet.) Robin Bartholow and Michael abstained. There were no “nay” votes. The motion carried.

Motion to approve Minutes of September 13, 2023: Scott Kincaid / Robin Bartholow. Approved (Brandy Evans, Robin Bartholow, Scott Kincaid, Michael Pickens, and Ananda Sweet.) Stephen Jackson abstained. There were no “nay” votes. The motion carried.

III. WIB Business

A. Membership

Chuck Wade formally declined WIB membership at this time due to a change in position.

Stephen will reach out to a possible SCOE applicant

Ad Hoc Membership meeting tomorrow, 10/12/2023, Robin will join Brandy and Stephen.

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

B. Attendance

Brandy discussed attendance and the follow-up with different members before the next meeting. Anita is considering resigning from the WIB.

C. Ethics Update

The ethics training for WIB members is required every two years. If a member does the same ethics training for another board or commission the same certificate will work for both. WIB members can incur fines when not completed in a timely manner. Judy will be proactively share this information with all members who are currently due or delinquent in getting this training complete. Please reach out to Judy if you have any questions.

D. Calendar for WIB Meetings

Reviewed the 2024 WIB meeting calendar.

E. One Stop Operator

- Lili presented on Job Link's Youth Job Fair held on September 22. There were 16 exhibitors and about 100 participants. Survey results will be shared in the next WIB meeting. Scott Kincaid shared that he heard about the Job Fair from his school's parent application and that it was well presented.
- She is reviewing the Continuous Improvement Plan for the AJCC and is updating a partner directory to share with steering committee partners.
- Lili is providing outreach to the Fijian community about Job Link and services.
- Brandy wanted to know if the Job Link brochure could be provided to Goodwill to have in their lobby.

F. Grant Updates

- Pru provided updates on the RERP, noting that Business Services is working with SRJC ECE program to setup OJT/TWEX at various childcare sites.
- Prison to Employment (P2E) will work with anyone that has been Justice involved.
- The QUEST grant is allowing Sonoma Family Meals to train dislocated workers in meal prep and catering. Stephen mentioned a couple of schools that have ECE programs slated

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for next year and will reach out to Pru after the meeting to share contact information for these programs.

- Michelle shared that the Student Training & Education Program (STEP) grant has been submitted in partnership with Department of Rehabilitation. The WIB will hear if they got funded by the end of October.

G. DEIB Planning

Stephen shared that the next meeting should be coming up towards the end of this month. Goals around membership has been passed to Membership Ad Hoc committee. Michelle mentioned learning and accountability measures as next steps identified by the group. Brandy said that she would like to support the additional training for the WIB.

IV. Nov 8 WIB Meeting Preparation

- SRJC Pell Grant Advisory group – Katie will ask Brad Davis do an overview.
- The Workforce Development Survey will be presented by EDB fellows
- Scott suggested a report out from businesses or participants in training.
- Brandy noted that the panel of youth in last meeting was outstanding.
- Can WIB Members come up with questions to encourage panelists? On the employer side, Brandy wants to know what are the things they find challenging. The WIB wants to hear suggestions to improve the programs. Ananda said that it would be good to prep the speakers as well.
- Michelle said the that EDB wanted to share about broadband at the January meeting instead of November.
- There is a presentation from Maleese Warner for the January meeting about the ECE apprenticeship.
- Discussion of next apprenticeship/earn and learn opportunities should be added to a future agenda starting at an Executive meeting, then to a full WIB meeting.

V. Upcoming WIB Executive Committee Meetings and WIB Meetings

November 8, 2023 Executive Session: 2:00 pm to 2:50 pm In person / Zoom As Needed

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VI. Adjourn

4:51pm meeting was adjourned.

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WIB MEMBERSHIP ANALYSIS UNDER WIOA - 11/08/23

Business		TOTAL WIB MEMBERS	27
	Robin Bartholow		
	Erin Carlson	WORKFORCE REPRESENTATIVES (NOT LESS THAN 20%)	25.93%
	Judy Coffey		
	Susan Cooper		
	Paul Duranczyk	LABOR (NOT LESS THAN 15%*)	18.52%
	Brandy Evans		
	Kristina Holloway	BUSINESS MUST COMPRISE THE MAJORITY	55.56%
	Stephen Jackson		
	Judy James		
	Scott Kincaid		
	Brian Purtil		
	Ken Sprague		
	Ananda Sweet		
	Pedro Toledo		
	Alena Wall		
	<hr/>	15 Required = 10, but must be a majority of the Board	

Econ/Comm Dev			
	Ethan Brown		
	<hr/>	1 Required = 1 Econ Dev	

State EDD/WP			
	David Tam		
	<hr/>	1 Required = 1 WP	

Rehab			
	David Wayte		
	<hr/>	1 Required = 1	

Adult Ed			
	Nancy Emanuele		
	<hr/>	1 Required = 1	

Community Colleges/Higher Ed offering W.I. activities			
	Brad Davis		
	<hr/>	1 Required = 1	

WORKFORCE REPRESENTATIVES

Labor	Chris Knerr	(Labor Org)	
	Michael Pickens	(Labor Org)	
	George Steffensen	(Apprenticeship)	
	Keith Dias	(Apprenticeship)	
	John McEntagart	(Labor Org)	
	<hr/>	5 Required = 5 weighs in 20% requirement	

CBO's serving barriers to employment	Thomas Stuebner	(California Human Development)	
	<hr/>	1 Optional, but weighs in 20% requirement	

Employment needs of youth	Anita Maldonado		
	<hr/>	1 Optional, but weighs in 20% requirement	

Housing/Trans/PA	<hr/>	0 Optional	
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Philanthropic	<hr/>	0 Optional	
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Additional Members	<hr/>	0 Optional	
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