

SONOMA COUNTY  
 **WORKFORCE  
INVESTMENT BOARD**

**WIB Membership/Nominating Ad Hoc Committee  
Notice of Meeting & Agenda  
November 12, 2024  
11:00 a.m. – 12:00 p.m.**

**Note Location** ⇨ ⇨

2227 Capricorn Way, Santa Rosa  
Santa Rosa Room

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|------|--|-----------------------------|
| I.   | <b>Public Comment (11:00)</b>                                    | <i>(Discussion)</i>         |
| II.  | <b>Approve Minutes June 5, 2024 (11:05)</b>                      | <b><i>(Action*)</i></b>     |
| III. | <b>Available Seats and Received Applications (11:10)</b>         | <i>(Discussion/Action*)</i> |
| IV.  | <b>Discussion of Changed Seats / Out of Seat Members (11:30)</b> | <i>(Discussion/Action*)</i> |
| V.   | <b>Outreach (11:45)</b>  | <i>(Discussion/Action*)</i> |
| VI.  | <b>Adjourn (12:00)</b>   |                             |

**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.*

## Sonoma County Workforce Investment Board

### Membership Ad Hoc Committee

DRAFT Minutes of June 5, 2024

**Members Present:** Stephen Jackson, Judy Coffey Brandy Evans, and John McEntagart

**Staff:** Michelle Revecho, Carol McHale, Maureen Fifer, and Judy Oates

\*Attendees with asterisks arrived late or departed early.

#### I. Public Comment

None.

#### II. Approve Minutes

**Motion to approve Minutes of April 30, 2024: Brandy Evans /s/ Judy Coffey.**

Approved (Stephen Jackson, Brandy Evans, Judy Coffey, and John McEntagart). There were no abstentions. There were no “nay” votes. The motion carried.

#### III. Review of Available Seats

- Confirmed through the County Administrators Office that the WIB can approve its own bylaws and they do not need to go to the BOS as a board item for approval when there are updates.
- Now that the WIB has a total of 29 seats, the numbers are not strictly set by percentages. We have empty seats whenever we are not at 29. This means there are seats that need to be listed as open on the Maddy Book. Open seats must be listed 10 days on the Maddy Book before WIBE approved members can be approved by the BOS.
- The rule about posting open seats has resulted in a date change on the current Board Item requesting three new members to be approved by the Board of Supervisors. The date was moved from 6/4/2024 to 6/10/2024 for approval.
- It is the goal of the WIB to have diverse membership, program clients, and staff. Over time, with our goals and training, we aim to achieve a culture shift through inclusive recruitment practices. Stephen asked if this group should do a recruitment

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effort to fill open seats and bring the WIB to a full 29 members. Should add this to the next agenda.

- Judy C. shared this would best be done after the WIB Retreat and the training and discussion that happens there.
- Noted we should look at what types of seats we want the next members to hold. Do we want a representative of SSU again? Or different types of businesses that represent the area?
- Noted that Keith in Labor is retiring within a year. Not sure if that means he will retire from the WIB at the same time.
- Stephen asked for a report on who will be renewing, and eligible to re-apply at the two-year intervals.

#### **IV. Plan for Recruiting for Membership Vacancies**

- Stephen reached out to Marlyn of SCOE about a recommendation to replace Nancy of Adult Education when she retires. She plans to nominate herself.
- Mike will recommend a replacement for his Labor seat before he moves to Business and steps into the WIB Chair role.
- Discussed David Wayte's replacement as a representative of the Department of Rehabilitation. Brandy will reach out to Sean Nunez of the Department of Rehabilitation and encourage him to apply.

#### **VII. Recommendation of Individuals for Seats**

Most groups, other than Business, recommend new members for their category/seat.

#### **VI. Final Report on Membership Ad Hoc Committee**

- We will meet as needed going forward.
- Please read the summary of action report from Stephen and reach out to him regarding any recommendations/updates.
- Noted changing name from "Membership" to "Membership/Nominating" ad hoc committee as part of final request on the summary.
- Noted that the bylaw updates will be added to the summary.

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- Noted addition of “attend a WIB meeting” as part of the application process for potential new members.
- This report will go to the June WIBE Committee and then to the WIB for review in July.

**Motion to approve summary report with edits. This will be taken to the WIBE meeting review/approval and then shared at the July WIB meeting: Brandy Evans /s/ Judy Coffey.**

Approved (Stephen Jackson, Brandy Evans, Judy Coffey, and John McEntagart). There were no abstentions. There were no “nay” votes. The motion carried.

- This group will meet again in August to discuss recruitment. Staff to send out a Doodle poll for the date.

**VI. Adjourn (4:30)**

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