

SONOMA COUNTY
 **WORKFORCE
INVESTMENT BOARD**

www.sonomawib.org

**Executive Committee
November 13, 2024
2:00 pm to 3:00 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 (2:00)** *(Discussion)*
- II. **Approve Minutes of October 9 (2:05)** *(Action*)*
- III. **WIB Business (2:10)** *(Discussion/Action*)*
 - A. **Membership***
 - B. **Retreat***
- IV. **Prepare for Next WIB Meetings (2:40)** *(Discussion)*
- VII. **Upcoming WIB Executive Committee Meetings and WIB Meetings** *(Discussion)*

December 11, 2024	Executive Session:	4:00 pm to 5:00 pm	In person / Zoom As Needed
January 8, 2024	Executive Session:	2:00 pm to 2:25 pm	In person / Zoom As Needed
January 8, 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 October 9, 2024

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

Members Absent: Judy Coffey

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

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

I. Public Comment

None.

II. Approve Minutes of September 11, 2024

Motion to approve Minutes of September 11, 2024: Michael Pickens / Scott Kincaid.

Approved (Brandy Evans, Stephen Jackson, Scott Kincaid, Michael Pickens and Ananda Sweet.)

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

III. WIB Business

- Membership

- The Membership Committee will convene to discuss open seats, recruitment, and received applications.
- Noted Ken Sprague has resigned from the WIB.

- Attendance

Members reviewed the attendance sheets that also included the WIB Retreat meeting. All members are currently in attendance compliance.

IV. WIB Retreat Review

- Discussed feedback on the event. Comments included the following.
 - Good discussion, feel ready to make a plan.
 - Next time may do a longer day.

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- Liked the WIB 101 information. Staff noted that orientations are provided for new members, but are also available for current members to attend as a refresher.
 - Table conversations were good. A good mix of people at the tables with the assigned seating. Would have liked to mix up the group and change tables, but due to length of meeting are glad we did not change and break up the flow of the day and conversations.
 - Good timing and pace for information and activities.
 - There was a lot of engagement and robust conversation.
 - Recommended having a networking break at future regular WIB meetings. These planned breaks should be purposeful, with an assigned topic for members to discuss.
 - Need to look at how to level-set the members who were not able to attend.
 - Members are ready to engage more. The Executive Committee will look at opportunities for engagement.
- Scott Ormerod, the facilitator of the retreat, will meet with Michelle and provide a download of information gathered and recommendations that she will share with the group. Michelle also encouraged the Executive Committee to reach out to her with any additional feedback.
 - Members expressed concern over who the next WIB Director will be and if their priorities will match the directions we are heading. The committee asked staff to reach out to the person in charge of the interview process and ask on behalf of the Board if one of the Executive Committee members could be on the interview panel. Stephen volunteered to make himself available if the opportunity is available.

V. As Hoc Committee Updates

a. Membership Committee

- Meetings have been difficult to set due to summer schedules. The next meeting will be scheduled as soon as possible.
- Staff asked if the work of this group should return to the WIBE as a majority of the WIBE is on this committee. As a majority of the WIBE is on the committee, meetings meet the Brown Act standards and need to be posted and held in person which is more difficult to schedule.

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- The Executive Committee will review Membership Committee members and see if it would help to do a recruitment for this group. Discussed an option of having members rotate through this committee. The Executive Committee could also be expanded so that it would take more members to reach a quorum.

b. DEIB Committee

- Due to vacations and summer schedules, there has been a delay in setting a date that works for the majority of members. .
- Cynthia King has requested to join the committee.
- Ken Sprague, who recently resigned from the WIB, was a member of this committee.

VI. Operations

a. One Stop Operator/Staffing Update

- Nadia Venegas has accepted the position of Supervising Employment and Training Counselor and has stepped into the position previously held by Antonio Vigil.
- Chris Willover has accepted a position with Business Services as a Supervising Employment and Training Counselor and will be working to create a bridge for clients between Job Link Services and SonomaWORKs services. This will help us serve a wider part of the community.
- Job Link Coordinator Eric Rittenhouse has retired. That position will be replaced by a Job Counselor position to help meet with incoming clients and shorten the current client wait times to meet with a counselor about services.
- The Job Link Support Specialist in the computer lab, who has been deployed overseas, will be returning in November and replacing the person who was doing the job on a time limited basis.
- The One Stop Operator position is being reviewed by the Board of Supervisors as returning to a permanent full-time position.

Q. Do you expect these staffing changes to affect Job Link services to clients?

A. Staff is concerned, but concerned but feel there will not be a large impact.

b. Job Link Update

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- Carol shared the state monitoring of Job Link programs went well, and there are just a few follow up items staff is working on to clear the report.
- Job Link has received WARN notices from three local companies. In response, staff is preparing for a one-day job fair in November at our site for the impacted individuals with services offered in English and Spanish.
- The Homeless Employment Program will be put on pause until spring to allow staff to concentrate on the those impacted by the WARN notices.

c. 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. The early childhood education training program is on pause until Spring, and the Fall semester started for the advanced manufacturing program.

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

The last cohort was scheduled to end September 17th due to the end of the grant funding. The State allowed us to extend the program so we will be able to offer another cohort in March 2025.

VII. Prepare for November WIB Meeting

Staff and the committee shared ideas of what they would like to see on the November full WIB meeting agenda.

- Recognition of two WIB members retiring from the Board (if they can attend).
- Recognition of Katie Greaves departure from the WIB Director position.
- Announce new WIB Director – if available.
- Update from October 2nd WIB Retreat - prioritization discussion.
- Review list of previous WIB committees to see what would fit as opportunities for increased involvement by WIB members in the areas prioritized at the retreat. New ideas for committees may emerge. Stephen will reach out to Lillian about opportunities for a youth centered committee and/or map of services before November to be able to discuss that as an option.
- DEIB standing item as a directed networking break. Subject to be determined.

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- Discuss DEIB committee. DEIB work is now part of the work we do every day and is embedded in our processes. It may be time to close this committee. Other entities have discontinued their DEIB work committees once they have reached this stage.
- IBEW outreach discussion.
- Economic Development Collaborative Presentation: Expanding on the county’s present and projected demographic trends and coupling that information with specific data on the five industries we identified. The goal of that presentation would be to leverage the information shared to produce specific action items for the WIB to accomplish towards the end of Q4 2024 and into Q1 2025. It would be 15-20 minutes in length, including time for questions.
- At the January meeting Carol would like to report out on the new position that will bridge the services of Job Link and SonomaWORKS.

VIII. Upcoming WIB Executive Committee Meetings and WIB Meetings

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

IX. Adjourn

4:50 pm meeting was adjourned.

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