

SONOMA COUNTY
 **WORKFORCE
INVESTMENT BOARD**

www.sonomawib.org

**Executive Committee
December 11, 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 (4:00)**
- II. **Approve Minutes of November 13 (4:02)** *(Action*)*
- III. **WIB Business (4:05)** *(Discussion)*
 - A. Attendance
 - B. Membership
 - C. Targeted Actions from WIB Retreat
- IV. **Ad Hoc Committee Updates (4:20)** *(Discussion)*
 - A. WIB Membership Committee
 - B. DEIB Committee
 - C. Industry Ad Hoc Committee
- V. **Job Link Operations (4:30)** *(Discussion)*
 - A. One Stop Update
 - B. Job Link Update
- VI. **Prepare for January WIB/E Meetings (4:45)** *(Discussion)*
- VII. **Upcoming WIB Executive Committee Meetings and WIB Meetings** *(Discussion)*
 - January 8, 2025 Executive Session: 2:00 pm to 2:45 pm In person / Zoom As Needed
 - January 8, 2025 Full Session: 3:00 pm to 5:00 pm In person / Zoom As Needed
- VII. **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 13, 2024

Members Present: Brandy Evans, Judy Coffey, Stephen Jackson, Scott Kincaid, and Ananda Sweet

Members Absent: Michael Pickens

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

Meeting was called to order at 2:15 pm.

II. Approve Minutes of September 11, 2024

Motion to approve Minutes of September 11, 2024: Scott Kincaid / Judy Coffey. Approved

(Brandy Evans, Judy Coffey, Stephen Jackson, and Scott Kincaid.) There were no abstentions.

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

III. WIB Business

A. Membership

Ananda Sweet Joined.

- The Membership/Nominating Ad Hoc Committee met yesterday and recommended moving forward with the three applications for open required seats that the bylaws state will be chosen from candidates nominated by agencies/institutions or organizations of that field.

Motion to approve Sean Nunez to fill a vocational rehabilitation representative seat on the Workforce Investment Board. Stephen Jackson / Scott Kincaid approved.

(Brandy Evans, Judy Coffey, Stephen Jackson, and Ananda Sweet.) There were no abstentions.

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

Motion to approve Marlyn Garcia to fill an adult education/literacy representative seat on the Workforce Investment Board. Stephen Jackson / Brandy Evans approved.

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

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

Motion to approve Gary Beerbower to fill a labor representative seat on the Workforce Investment Board. Stephen Jackson / Brandy Evans approved.

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

- The Membership/Nominating Committee reviewed and discussed an application on hold for a Business seat. It was decided to hold that application for review the first quarter of 2025.
- The committee discussed business seat criteria listed in the bylaws and if that criteria is still appropriate. If the criteria are no longer relevant to the work of the WIB, the bylaws will need to be updated. Stephen asked WIBE members for their input.

“Business members must be in positions with a high degree of policymaking and hiring authority within the business they represent. Their business must provide employment opportunities with high quality work-relevant training and development in local in-demand industry sectors or occupations.”

- Is this requirement needed for the WIB to hold certain conversations?
- Discussed adding and “or” phrase to allow the inclusion of Business members at different levels of decision making if their input is needed for an industry or area of the county.
- It was suggested to keep the bylaws less restrictive to allow for changes in membership needs based on the focus at different times.

Tabled this item for further discussion/action when the new WIB Director is named and can join the discussion.

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- Noted that seven current WIB members are at their first renewal in January 2025 under the term limit rule added in July 2024. The first and second renewals are automatic and no action from the Board is required at this time.

B. Retreat Report Out

- Briefly reviewed information from the Industry Brainstorming session. Discussed options for committees and increased marketing. A more robust report will be shared at the full meeting.
- WIBE would like to form an Industry Sectors Review Committee and want to engage some members to analyze data. It was noted that the members could include the WIBE and interested members who would meet on an ad hoc basis to discuss information about emerging industries, areas of focus, and make recommendations for matters such as new committees, initiatives or grants, etc. to the WIBE Executive Committee. Could schedule 30 minutes before each WIBE meeting for easier planning for Brown Act requirements of in person attendance.
- Noted it would be a good idea to reintroduce the new members to the Board at the next meeting by taking a few minutes to give them more exposure.
- Discussed possible changes in priorities due to a new WIB Director.
 - Will they support the request for staff to support additional committees?
 - The WIBE would like staff to share what they see as key issues so the Board can support those projects. A short bullet point list of Items could include items such as current projects, potential projects, trends they recognize, what mandated work is planned, how to focus on youth, various discussions, and possible goals for the next few years.

IV. Prepare for Next WIB Meetings

December WIB Executive Meeting

- Discussion of priorities and vision with new Director.
- Continue conversation on membership requirements.

January WIB/E Meeting

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

- Jack’s presentation “Target Industry Snapshot & Next Steps”.
- DEIB standing item.
- Members will be encouraged to join committees.
- Labor presentation on IBEW

V. Upcoming WIB Executive Committee Meetings and WIB Meetings

January 8, 2025	Executive Session: 2:00 pm to 2:50 pm	In person / Zoom As Needed
January 8, 2025	Full Session: 3:00 pm to 5:00 pm	In person / Zoom As Needed

VI. Adjourn

2:45 pm meeting was adjourned.

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WIB Attendance 12 Months

	Dates							Present	%	Absent	%
	1/10/24	3/13/24	5/8/24	7/10/24	9/11/24	10/2/2024 Retreat	11/13/24				
Brown, Ethan	P	P	P	P	A	P	P	6	86%	1	14%
Carlson, Erin	Z	P	P	P	P	P	P	7	100%	0	0%
Coffey, Judy	P	P	P	P	A	P	P	6	86%	1	14%
Davis, Brad	A	P	A	P	P	P	A	4	57%	3	43%
Duranczyk, Paul	P	A	P	A	P	A	P	4	57%	3	43%
Evans, Brandy	P	P	P	P	P	P	P	7	100%	0	0%
Ganzler, Louis	X	X	X	P	P	A	P	3	100%	1	0%
Holloway, Kristina	P	P	A	A	P	P	P	5	71%	2	29%
Jackson, Stephen	P	P	P	P	P	P	P	7	100%	0	0%
James, Judy	A	A	A	P	P	P	P	4	57%	3	43%
Kincaid, Scott	P	P	P	P	P	P	P	7	100%	0	0%
King, Cynthia	X	X	X	P	P	P	P	4	100%	0	0%
Knerr, Chris	P	A	P	P	P	P	A	5	71%	2	29%
McEntagart, John	A	P	P	P	P	P	P	6	86%	1	14%
Pickins, Michael	P	P	P	P	P	A	P	6	86%	1	14%
Purtill, Brian	P	P	P	P	P	P	P	7	100%	0	0%
Steffensen, George	A	P	A	P	P	P	P	5	71%	2	29%
Stuebner, Thomas	P	Z	P	P	P	A	Z	6	86%	1	14%
Sweet, Ananda	P	P	A	P	P	P	P	6	86%	1	14%
Tam, David*	Z	Z	A	P	A	P	Z	4	57%	3	43%
Toledo, Pedro	A	P	A	P	P	P	Z	5	71%	2	29%
Vasquez, Lauren	X	X	X	P	A	A	P	2	50%	2	50%
Wall, Alena	P	P	P	P	A	P	P	6	86%	1	14%

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

Tracking is required per AB2449.

Scheduled Absences:

- Brad Davis** - 11/13 Business Need
- David Tam** - 11/13 Zoom/Business Need
*Zoom over 2 times does not count for attendance/vote
- Lauren Vasquez** - Sept/Oct Business Need
- Mike Pickens** - 11/13 Business Need
- Thomas Stuebner** - 11/13 Business Need
- Pedro Toledo** - 11/13 Zoom/Business Need

10/2/2024 Retreat Absences

- Paul Duranczyk** - No response.
- Louis Ganzler** - Businesss Need 10/1 3:30 pm
- Michael Pickens** - Medical 10/2 8:00 am
- Thomas Stuebner** - Business Need 10/2 9:15 am
- Lauren Vasquez** - Business Need 10/2 9:14 am

WIBE Attendance 12 Month

	Dates												Present	%	Absent	%
	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	10/9/24	11/13/24				
Coffey, Judy	P	P	P	P	P	A	P	P	P	A	A	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	A	P	P	P	P	P	P	P	P	P	P	P	11	92%	1	8%
Kincaid, Scott	A	P	P	P	P	P	P	A	P	P	P	P	10	83%	2	17%
Pickens, Michael	A	P	A	P	A	P	P	P	P	P	P	A	8	67%	4	33%
Sweet, Ananda	A	A	P	P	P	A	P	P	P	P	P	P	9	75%	3	25%

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

Scheduled Absences:

Judy Coffey - Travel.