

www.sonomawib.org

Executive Committee December 14, 2022 4:00 pm to 5:00 pm

. . .

Join Zoom Meeting:

https://zoom.us/j/95671701032?pwd=QkpieUg4emJXRDRsRIVoYTkrWk9EZz09

Meeting ID: 956 7170 1032 Password: 317138

Call In: +1 669-900-6833

*Vote Required

I. Public Comment

II. Approve Minutes of August 10, 2022 and Review Action Items

(Action*)

Approved Minutes of Special Meeting October 31, 2022

III. WIB Business (Discussion/Action*)

A. Membership*

B. Attendance

IV. Operations (Discussion*)

A. OSO Update

B. Grant Updates

C. Local Plan Update

D. Introduce New WIB Analyst

V. Brown Act Update (Discussion/Action*)

VI. DEIB Planning Ad Hoc Committee Report (Discussion/Action*)

VII. Prepare for January WIB Meeting (Discussion)

VII. Upcoming WIB Executive Committee Meetings and WIB Meetings (Discussion)

January 11, 2023 Executive Session: 2:00 pm to 3:00 pm Via Zoom Teleconference

January 11, 2023 Full Session: 3:00 pm to 5:00 pm Via Zoom Teleconference

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 August 10, 2022

Members Present: Stephen Jackson, Judy Coffey, Michael Pickens, Robin Bartholow, Roy Hurd, and Scott

Kincaid

Members Absent: Brandy Evans and Ananda Sweet

WIB Staff: Katie Greaves, Nina Cheek (EDB), Katie Fosburgh (EDB), Fabiola Garcia-Almonaci,

John Paul, Michelle Revecho, Katie Stohlmann, and Judy Oates

I. Public Comment

None.

II. Approval of Minutes of July 13; and Review Action Items

Motion to approve Minutes of July 13, 2022: Roy Hurd /s/ Judy Coffey. Approved (Stephen Jackson, Judy Coffey, Michael Pickens, Robin Bartholow, Roy Hurd, and Scott Kincaid.) There were no "nay" votes and no abstentions. The motion carried.

III. WIB Business

A. Membership

Alena Wall was approved as a WIB member at the August 9 Board of Supervisors meeting.

Katie introduced new Economic Development Board (EDB) Fellow Kate Fosburgh. She joins Nina Cheek as the second EDB Fellow who will work with staff on WIB projects.

B. Attendance

Reviewed attendance of WIB Members. Stephen will reach out to four members about their attendance via email to ensure their continued availability as a WIB member.

IV. Operations

A. OSO RFP Update

Michelle reported out on the One Stop Operator (OSO) Request For Proposal (RFP).

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

- The Request for Proposals was released in May.
- We did not receive a proposal that met our needs of being in the office, providing onsite OSO and navigation services
- Staff reached out to our regional WIOA advisor who approved a 24-month waiver for the next RFP to fill this position.
- Staff awaiting approval of a time-limited position to take on the day to day coordination of the One Stop Operator tasks until the next RFP process can be completed.
- Until the new time limited OSO is in place, Michelle is assuming those day to day
 duties. She is already working with several of our partner agencies who are bringing
 staff back into the office to meet with clients at Job Link. John's team of Employment
 and Training Counselors are filling the navigational piece of the position in the Job
 Link lobby and helping prevent any lapse of service.
- Q. Did we receive any proposals for the RFP?
- A. Yes, two candidates attended the bidders conference, and one proposal was received.
- Q. Do we have ideas why we didn't get a larger response to the RFP?
- A. This is a good opportunity to review our requirements for this position and how it is marketed. We did receive feedback from an agency that did not submit a proposal that they lacked the bandwidth to create a competitive proposal at this time.

B. Grant Updates

Good Jobs Challenge Grant: Staff submitted a grant proposal in Partnership with Economic Development Board (EDB) and the Sonoma/Mendocino Economic Development District (SMEDD) to access federal funding from infrastructure bills to advance workforce training in areas related to climate (e.g. extreme heat).

We did not receive this grant.

Regional Equity and Recovery Program (RERP): The North Bay Employment Connection

put forth a proposal for partnerships with community colleges in our regions for wrap around services for certificate programs at the schools. Santa Rosa Junior College identified Childhood Early Development and Advanced Manufacturing as programs for Sonoma County to focus on.

We received \$1.5M to be spent over two and a half years.

Q. is RFP grant to be split between the counties?

A. Yes. Sonoma will receive \$370K.

Prison 2 Employment Funding: Staff submitted a proposal for funding from the next round of the Prison 2 Employment Grant in conjunction with Workforce Alliance of the North Bay and the Solano WIB. These funds would allow us to resume our P2E work that ended when funding for programs expired in March 2022. P2E funds have been used to assist clients recently released from incarceration, and individuals ranging in age from youth to adult who have otherwise been involved in the justice system. The proposal for this round of funding includes a stronger focus on supportive services which includes items like childcare and transportation. The fiscal agenda for this program would be with Solano instead of Sonoma this edition.

V. DEIB Training

The first of three DEIB Trainings will be held September 14, directly following the WIB meeting. Each training will be two and a half hours via Zoom. To allow for this additional time staff proposed the following schedule for September 14.

1:30 pm WIB Executive Committee Meeting (if needed for business)

2:00 pm WIB Meeting (condensed version)

2:30 pm WIB DEIB Training

The WIB will have the second training in October, and the third in November. Staff is working through the contract process with the trainer. Discussion included the following comments.

- Trainings will be recorded for those who are unable to attend and to onboard new members.
- If less than two thirds of the members can attend then we may want to revisit dates.
- If we are unable to complete this training contract in time for the September meeting, the
 Chair and staff will meet and prepare a regular WIB business agenda for September and plan for the training to begin in October.
- Training provider recommended two weeks to a month between training sessions.
- The WIB should meet briefly before each training to handle any needed business.
- If we are unable to do the first training in September, the last training should be deferred from December to January.

Motion to approve moving up the start time of the WIB Executive Committee WIB meetings for September 14, 2022 by an hour to allow for the additional time required for the DEIB training; moving the time of the October 12 WIB Executive Committee meeting and adding a WIB meeting to that date to allow for the second two-and-a-half-hour installment of WIB DEIB training. Judy Coffey /s/ Michael Pickens. Approved (Stephen Jackson, Judy Coffey, Michael Pickens, Robin Bartholow, Roy Hurd, and Scott Kincaid.) There were no "nay" votes and no abstentions. The motion carried.

Staff shared that a public offering of the third training "Becoming an Anti-Racist Board" is available for WIB Executive Committee members on September 15 and October 20 as a preview of the program with an eye to customize it for our board. Committee members are encouraged to reach out to Michelle if they are interested in attending either of these session as staff can register and pay for this class for those who choose to attend.

VI. Prepare for September WIB Meeting

The focus of the September meeting will be a brief business update and DEIB training. If the training is postponed the Chair and Chair-Elect will meet with staff to prepare an updated agenda.

VII. Upcoming WIB Executive Committee Meetings and WIB Meetings

September 14, 2022 Executive Session: 1:30 pm to 1:45 pm Via Zoom Teleconference September 14, 2022 Full Session: 2:00 pm to 2:30 pm Via Zoom Teleconference September 14, 2022 Training Session: 2:30 pm to 5:00 pm Via Zoom Teleconference

October 12, 2022 Executive Session: 2:00 pm to 2:30 pm Via Zoom Teleconference

October 12, 2022 Training Session: 2:30 pm to 5:00 pm Via Zoom Teleconference

VIII. Adjourn

The meeting was adjourned at 4:47 p.m.

Workforce Investment Board

Executive Committee-Special Meeting

DRAFT Minutes of October 31, 2022

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

Ananda Sweet

Members Absent: Judy Coffey and Roy Hurd

WIB Staff: Katie Greaves, Nina Cheek (EDB), Katie Fosburgh (EDB), John Paul, Michelle

Revecho, Katie Stohlmann, and Judy Oates

I. Public Comment

None.

II. WIB Business

A. Membership

Roy Hurd is retiring from the WIB at the end of the year.

Susan Cooper has retired from Community Action Partnership, she intends to maintain her seat on the WIB.

Erin Carlson has changed employers from Towne Park to Petaluma Health Services as Human Resources Director.

III. DEIB Debrief / Planning

- Staff will send out a link for each of the two DEIB trainings so far so that those who missed the live trainings can attend.
- Staff will resend the training surveys as requested by Be The Change to the committee members.
- Reviewed where we are in the training plan and priorities.

Takeaways from the trainings so far:

- Trainings have been great.
- Should wait until January for next training, the holiday season is difficult for attendees.

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

- What is ongoing statement we want to make to keep the training at the front of everyone's minds?
- Let members know before the meeting what we will be discussing so they are prepared when they come to the meeting.
- Should get other board members to talk about how DEIB training is being used in their offices.
- Get the notes from the group break out sessions during the training to share to refresh everyone on where we were at the end of the last training.
- Do some discussions in smaller groups and then report out to the larger group.
- Discuss next steps.
- Really liked how this training went and how deep the conversation got.
- Look at how to revisit DEIB on a regular basis and create a report card to see how we are doing. Include check points and future goals.
- Ad hoc committees are great ways to get more members involved.
- Have DEIB be part of the thought process when setting agendas.

Next Steps:

- Do a simple debrief of the training to date at the WIB meeting next week with polls to gather additional information.
- Have Michelle present on DEIB efforts to-date at the next WIB meeting to refresh, bring
 people into the same space, and do some level setting. Then ask members for three items
 they feel the WIB should accomplish. The ad hoc can use that information for goal setting
 and Be The Change can help us operationalized the goals.
- Capture more information about WIB members with another poll.
- Create an ad hoc committee to review suggestions from the training, discussion, and notes
 and plan for a retreat or planning session for the group. Do we want to do more training?
 Would we need a facilitator? Start planning in March.
- Look at doing the third training/planning/retreat at the January or March meeting.

 No need for a WIB Executive Committee meeting in November as this meeting prepared us for the WIB meeting.

IV. Upcoming WIB Executive Committee Meetings and WIB Meetings

November 9, 2022 Full Session: 2:30 pm to 5:00 pm Via Zoom Teleconference

V. Adjourn

The meeting was adjourned at 2:50 p.m.

From: <u>WIB Website</u>

To: <u>Judy Oates; SonomaWIB</u>
Subject: New WIB Application for Review

Date: Thursday, November 17, 2022 11:47:10 AM

Name

Brian Purtill

Email

bpurtill@empirecollege.com

Title

Dean

Agency

Empire College School of Law

Preferred Seat Type

Adult Education

Address

3035 Cleveland Avenue Santa Rosa, California 95403 United States Map It

Phone Number

(707) 546-4000

Briefly describe your interest in the Workforce Investment Board and tell us a little about yourself. What strengths will you bring to our board?

I am interested in and support the WIB's mission of connecting employers with employees, providing job counseling and training, and allocating available resources to our businesses. For the past 42 years, I've lived and raised a family in Sonoma County, and have great respect for the driving engine that is our small business community. As an attorney over the past 38 years, I've represented many of our businesses in one fashion or another and know the challenges they face. As an educator at our local law school for the past four years, I have seen the direct connection between early education, job training, and professional skill development. I contribute to my overall community in any way I can, which has been my previous practice. Over the years, I have served on a local school site council, a non-profit swim team's Board of Directors, the Board of Directors for Social Advocates for Youth (two years as its President), and on the Board of Directors for the Sonoma County Bar Association (of which I am a current member). As a lawyer, I am well suited for the analytical processes of the WIB, and as a long-time and current mediator, I am well versed in what may be even more important, the ability to listen to others. It would be my privilege to serve on the WIB, and I look forward to further discussion.

Please upload your resume here.

• BJPResumeOct2022.docx

BRIAN J. PURTILL

7961 Sanders Lane Sebastopol, CA 95472 (707)217-1161 bpurtill@empirecollege.com

EDUCATION

UNIVERSITY OF SAN FRANCISCO Juris Doctorate Degree MAY 1984 Kendrick Hall, School of Law San Francisco, California

CAL. STATE UNIVERSITY, SACRAMENTO B.A. Degree MAY 1977 Sacramento, CA

CURRENT OCCUPATION

DEAN of EMPIRE COLLEGE SCHOOL OF LAW Santa Rosa, CA

Since AUG 2018

Administrator of Santa Rosa's California Accredited Law School. Oversees, creates and administers curriculum, policies and procedures, and assesses and meets staffing needs, all related to providing a legal education to evening law students. Assures the compliance with and is responsible for maintaining all accreditation requirements from the California State Bar's Committee of Bar Examiners.

LEGAL EXPERIENCE

LAW AND MEDIATION OFFICES OF BRIAN J. PURTILL AUG 2014 -present

Sole practitioner law office which previously included litigation and transactional legal counseling services. The practice currently focuses solely on conducting mediations and arbitrations with Arbitration & Mediation Center, Santa Rosa, CA.

SPAULDING McCULLOUGH & TANSIL LLP South E Street, Suite 200, Santa Rosa, CA 95404

MAY 2004- MAY 2014

Of counsel to this full-service litigation and business law firm; handled litigation of all types including construction, trusts and estates, boundary disputes and personal injury. Continued practice as a neutral mediator and arbitrator.

LAW OFFICES OF BRIAN J. PURTILL

MAY 2002 to MAY 2004

Sole practitioner, handling civil litigation of all types, including insurance defense, plaintiff's personal injury, breach of contract, construction defect and insurance coverage litigation. Also conducted mediations and arbitrations and provided other Alternative Dispute Resolution services.

LAW OFFICES OF PURTILL & BRYAN, LLP

JUNE 1995 to APRIL 2002

One of two founding partners of this civil law practice, litigated civil disputes for plaintiffs and defendants, including personal injury, land use, and construction cases; provided Alternative Dispute Resolution services to the Sonoma County Court and to private litigants.

TARKINGTON, O'CONNOR & O'NEILL Santa Rosa, California Office

SEPT 1986 to JUNE 1995

Worked as a litigation attorney in this insurance defense firm first as an associate, and then as Junior and Senior Partner, handled an active caseload through both court and jury trials and supervised and trained newer associates.

O'BRIEN, WATTERS, DAVIS, MALISCH & PIASTA SEPT 1984 to AUG 1986 Santa Rosa, California

Associate at this general litigation and business law firm, handled discovery and law and motion practice for a variety of cases, primarily insurance defense.

NON-PROFIT EXPERIENCE AND AFFILIATIONS

SOCIAL ADVOCATES FOR YOUTH, Santa Rosa: Currently a member of the Honorary Board for this non-profit serving at-risk youth in Sonoma County. Served as President of the Board of Directors in 2008 and 2009, and as a member of the Board of Directors from 2003-2007.

SEBASTOPOL SEA SERPENTS, Sebastopol: Served as a member of the board of this youth competitive swim team in the late 1980s and early 1990s when my three children were on the team.

From: <u>support@elevationweb.org</u>

To: <u>Ernest.Salonga@edd.ca.gov; JobLinkBusinessGroup; SonomaWIB; Judy Oates</u>

Subject: New submission from Workforce Investment Board Application Form

Date: Thursday, November 17, 2022 11:47:11 AM

THIS EMAIL ORIGINATED OUTSIDE OF THE SONOMA COUNTY EMAIL SYSTEM

Warning: If you don't know this email sender or the email is unexpected,

DO NOT click any web links or attachments, and never give out your user ID or password.

Name

Chuck Wade

Email

cwade@scoe.org

Title

Director—College & Career Readiness

Agency

Sonoma County Office of Education

Preferred Seat Type

Business

Address

4274 MOUNT TAYLOR DR SANTA ROSA, California 95404 United States Map It

Phone Number

(707) 524-8404

Briefly describe your interest in the Workforce Investment Board and tell us a little about yourself. What strengths will you bring to our board?

I am personally committed to working to eliminate the predictability—by race, class, gender, or other demographic factors—of the' post-secondary success of Sonoma County's young people. I am excited about the possibility of working with the Sonoma County Workforce Investment Board toward this goal by supporting the vision of creating "a robust local workforce with the skills needed for today and tomorrow."

In my work at the Sonoma County Office of education, where I currently serve as the Director of College and Career Readiness, I work closely with K-12 and post-secondary educators as well as community and industry partners to develop pathways for Sonoma County's youth to develop genuine college, career and life readiness. I also serve on state-wide career technical education advisory and grant committees, which keeps me apprised of opportunities and obligations related to supporting emerging regional economies.

I have formal training and experience in research-supported organizational change best practices, including transformational coaching and facilitating networked improvement communities. I also have extensive experience supporting districts, schools, students, and community organizations in using alternative data sources to develop goals and assess progress.

Please don't hesitate to contact me if more information would be helpful. Thank you for your consideration!

Please upload your resume here.

• ChuckWade_Resume_2122.pdf

CHUCK WADE

CONTACT

415.218.1868

wadece@gmail.com

• 4274 Mt Taylor Dr. Santa Rosa, CA 95404

EDUCATION & CREDENTIALS

A.B.D., University of California, Berkeley, 1998

Advanced to Ph.D. candidacy, Anthropology. Founding member, Multimedia Anthropology Laboratory. Completed fieldwork in Guatemala, Mexico, and Belize.

M.A., University of California, Berkeley, 1994

Anthropology. Defended field statements in Ethnicity and Nationalism, Mesoamerican Folklore, and the Politics of Anthropology.

B.A., University of California, Berkeley, 1993

With Highest Honors in Anthropology and Highest Distinction in General Scholarship; Regent's Scholar; Elected to Phi Beta Kappa academic honor society. 4.0 GPA.

Clear Administrative Services Credential, Sonoma State, 2011 Educational Leadership Program

PROFILE

Experienced education professional dedicated to building systems that provide young people opportunities to develop genuine college, career, and life readiness. Formal training and experience in research-supported organizational change best practices, including transformational coaching and facilitating networked improvement communities. Proven track record of supporting districts, schools, students, and community organizations in using alternative data sources to develop goals and assess progress. Committed to eliminating the predictability—by race, class, gender, or other demographic factors—of students' post-secondary success. Strong history of collaborating to maximize impact.

RELEVANT EXPERIENCE

COLLEGE AND CAREER READINESS LEAD

SONOMA COUNTY OFFICE OF EDUCATION | SANTA ROSA, CA | 2021 - PRESENT

- Support district and site-based personnel in CTE pathway planning and development aligned to local labor market indicators and student needs.
- Co-manage high-performing team of work-based learning coaches to support implementation of districts' K-12 Strong Workforce consortium goals.
- Collaborate to secure articulation and early college credit agreements between secondary and community college partners.
- Facilitate county-wide Transformational Coaching Community of Practice.
- Work with district and site leaders to coordinate three-year county-wide
 YouthTruth survey effort including student, staff, and parent/guardian surveys for
 130 school communities.
- Co-facilitate YouthTruth Cohort effort supporting district teams and community partners in addressing aims based on needs identified in YouthTruth data.
- Co-facilitate Rooster Fellowship networked improvement community to enhance empathy, equity, and engagement in Sonoma County schools.
- Collaborate with community and industry partners to maintain county-wide system of work-based learning.

CAREER TECHNICAL EDUCATION PROGRAM COORDINATOR

SONOMA COUNTY OFFICE OF EDUCATION | SANTA ROSA, CA | 2013 - 2021

- Supervised, evaluated, and provided instructional support to SCOE-employed
 CTE teachers; supported the transition of CTE program management to districts.
- Recruited, trained, managed and supervised team of Integrated Career Pathway Coaches to support Northern California Career Pathways Alliance partner districts and sites

Designated Subjects Vocational Education Teaching Credential: Computer Applications, Full Time, 2001

Including CLAD certification.

Program administered through the

Mendocino County Office of

Education.

KEY COMMITTEES & FELLOWSHIPS

K-12 Strong Workforce Selection Committee

CTE Advisory Committee member in several Sonoma County districts, including Petaluma, Santa Rosa, Sonoma Valley, and Windsor.

CTE Foundation Grants Committee

Leading for Equity Fellow, National Equity Project

Project-Based Learning Fellow, High Tech High Graduate School of Education

Sonoma County Workforce
Investment Board Proxy

Standards Writing Team, Arts, Media and Entertainment, California Department of Education

Past Chair, Board of Directors, Live Oak Charter School

INTERESTS

Mesoamerican Anthropology, Letterpress Printing, Design, Restorative Justice

- Provided and coordinated instructional support and professional development for county-wide system of career pathways that prepare students for both college and career through integrated project-based curriculum.
- Conducted professional development activities for certificated staff and administrators around implementing the revised Career Technical Education Model Curriculum Standards and California Common Core State Standards; provided professional development tailored to each CTE industry sector; provided coaching and mentoring support to CTE certificated staff.
- Coordinated industry sector advisory committee meetings for industry representatives and certificated staff.
- Recruited and coached employer sponsors, teachers, counselors and students for participation in the Work Readiness Certificate program; organized mock interviews for students and evaluated Work-Ready Portfolios.
- Collaborated with Educational Support Services personnel to facilitate Sonoma County Counselor Network and Independent Study Network.
- Oversaw Middle School Career Exploration activities, including county-wide summer step-up classes and site coordinator program.

SMALL LEARNING COMMUNITY FACILITATOR & INTEGRATED CURRICULUM COACH

PETALUMA CITY SCHOOLS | PETALUMA, CA | 2009 - 2013

- Led the Media, Marketing and Management Small Learning Community; facilitated use of student data to provide meaningful interventions.
- Directed development of project-based curriculum integrated around student-run businesses.
- Managed donation of local barbecue sauce company to the school to serve as central component of new cluster elective.
- Elected as campus SLC teacher lead by fellow SLC facilitators.
- Provided instructional coaching and pedagogical support for CTE teachers, and for other teachers wishing to integrate CTE skills into their courses. Trained teachers in the use of instructional technology.
- Pioneered innovative curriculum to deliver math standards through video game design.

REGIONAL OCCUPATIONAL PROGRAM, DIGITAL DESIGN AND ENTREPRENEURSHIP TEACHER

CASA GRANDE HIGH SCHOOL | PETALUMA, CA | 2000 - 2013

- Transformed this perennially under-enrolled and marginalized set of courses into relevant and rigorous program with waitlist.
- Collaborated to secure University of California A-G approval for program electives and to obtain articulation agreements with Santa Rosa Junior College.
- Created project-based Digital Design curricula aligned to core-curricular standards

DDODOCED WID	Namehoushin Analysis	Llordon MUOA	42/04/22	
PROPOSED WIB	Membership Analysis	Under WIOA	12/01/22	
TOTAL WIB MEME		100%	28	
WORKFORCE RE	PRESENTATIVES (NOT L	25%	7	
LABOR (NOT LES	S THAN 15%*)	18%	5	
BUSINESS MUST	COMPRISE THE MAJORI	TY	50%	14
Business				
	Alena Wall			
	Ananda Sweet			
	Brandy Evans			
	Erin Carlson			
	Judy Coffey			
	Judy James			
	Ken Sprauge			
	Kristina Holloway			
	Paul Duranczyk			
	Pedro Toledo			
	Robin Bartholow			
	Stephen Jackson			
	Scott Kincaid			
	Steven Herrington			
	14	Required = 10, but	must be a majority of	f the Board
Economic/0	Community Developm	ent		
•	Ethan Brown			
		Doguirod = 1 Foon	Dov	
	1	Required = 1 Econ	Dev	
California E	DD/WP			
Camornia E	David Tam			
	Bavia rain			
	1	Required = 1 WP		
Department	t of Rehabilitation			
	David Wayte			
	1	Required = 1		
Adult Educa				
	Nancy Emanuele			

1 Required = 1

Community College/Higher Education

Audra Grady Verrier

	Brad Davis		
		2	Required = 1
Workforce F	Representatives		
Labor Represe	entative		
	Chris Knerr		
	George Steffensen		
	John McEntagart		
	Keith Dias		
	Michael Pickens		
	-	5	Required = 5 weighs in 20% requirement
CBO's serving	barriers to employme	ent	
_	Thomas Stuebner		
		1	Optional, but weighs in 20% requirement
			Optional, but weighs in 20% requirement
Youth Employ			
	Anita Maldonado		
	-	1	Optional, but weighs in 20% requirement
Community M	ember		
	Susan Cooper		
	•		
		1	Optional
		•	Optional

WIB Attendance 12 Months											
		Present	%	Absent	%						
	1/12/22 3/9/22 5/11/22 7/13/22 9/14/22 11/7/22				Ы		V				
Bartholow, Robin	P	A	A	A	P	P	6	3	50%	3	50%
Brown, Ethan	P	P	P	P	P	P	6	6	100%	0	0%
Carlson, Erin	A	P	P	P	P	P	6	5	83%	1	17%
Coffey, Judy	P	P	A	P	A	P	6	4	67%	2	33%
Cooper, Susan	P	P	P	P	P	P	6	6	100%	0	0%
Davis, Brad	P	A-Proxy	P	P	P	P	6	5	83%	1	17%
Diaz, Keith	P	P	P	P	P	P	6	6	100%	0	0%
Duranczyk, Paul	A	P	P	P	P	P	6	5	83%	1	17%
Emanuele, Nancy	P	P	P	P	A	P	6	5	83%	1	17%
Evans, Brandy	P	P	P	P	A	P	6	5	83%	1	17%
Herrington, Steve	A	A	P	A	A	A	6	1	17%	5	83%
Holloway, Kristina	A	A	P	P	P	A	6	3	50%	3	50%
Jackson, Stephen	P	P	P	P	P	P	6	6	100%	0	0%
James, Judy	A	P	P	P	P	P	6	5	83%	1	17%
Kincaid, Scott	P	P	P	A	P	P	6	5	83%	1	17%
Knerr, Chris	P	A	P	A	P	P	6	4	67%	2	33%
Maldonado, Anita	P	P	P	A	P	A	6	4	67%	2	33%
McEntagart, John	P	P	A	P	P	P	6	5	83%	1	17%
Pickins, Michael	P	A-Proxy	A	A	A	P	6	2	33%	4	67%
Sprague, Ken	X	X	P	P	P	P	4	4	100%	0	0%
Steffensen, George	A	P	P	A	P	P	6	4	67%	2	33%
Sweet, Ananda	P	P	P	P	P	P	6	6	100%	0	0%
Thomas Stuebner	P	P	P	A	A	A	6	3	50%	3	50%
Tam, David	P	P	P	A	A	P	6	4	67%	2	33%
Toledo, Pedro	P	P	A	P	P	P	6	5	83%	1	17%
Verrier, Audra	P	P	A-Proxy	A	A	A	6	2	33%	4	67%
Wall, Alena	X	X	X	X	X	P	1	1	100%	0	0%
Wayte, David	P	P	P	P	A	P	6	5	83%	1	17%

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

Scheduled Absences:

None.

WIBE Attendance 12 Month

	Dates									esent	%	Absent	%		
	11/10/21	12/8/21	1/12/21	2/9/22	3/9/22	4/13/22	5/11/22	7/13/22	8/10/22	10/31/22		Pre	/ 0	ΥP	
Bartholow, Robin	P	P	P	P	A	P	A	A	P	P	10	7	70%	3	30%
Coffey, Judy	P	P	P	P	P	P	A	P	P	A	10	8	80%	2	20%
Evans, Brandy	X	X	X	X	X	X	X	X	A	P	2	1	50%	1	50%
Jackson, Steven	P	P	P	P	P	P	P	P	P	P	10	10	100%	0	0%
Kincaid, Scott	P	P	P	P	P	P	P	A	P	P	10	9	90%	1	10%
Pickens, Michael	A-Proxy	A	P	P	P	P	A	A	P	P	10	6	60%	4	40%
Sweet, Ananda	Р	P	P	P	P	P	P	P	A	P	10	9	90%	1	10%

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

Scheduled Absences:

9/2022 WIB Executive Committee cancelled 10/2022 WIB Executive Committee cancelled 10/31/2022 Special WIB Executive Committee 11/2022 WIB Executive Committee cancelled SEPTEMBER 16, 2022

HANSON BRIDGETT GOVERNMENT PRACTICE GROUP

Governor Signs AB 2449: The Latest Development to the Brown Act in a Post-Pandemic World

Key Points

- AB 2449 provides complex and restrictive alternative teleconference procedures:
 - At least a quorum of the members of the legislative body must participate in person from a singular physical location identified on the agenda, which location will be open to the public and within the boundaries of the local agency;
 - A member may only teleconference for publicly disclosed "just cause" or in "emergency circumstances" approved by the legislative body; and
 - A member may only teleconference for a limited number of meetings.
- The new provisions are in addition to those allowed by AB 361 (so long as there is a state of emergency) and those allowed by traditional teleconferencing rules.
- The new provisions are likely so onerous that they may not be a practical alternative for most local agency officials or for agencies that would like to meet virtually as a matter of practice.

On September 13, 2022, California Governor Gavin Newsom signed into law <u>Assembly Bill (AB) 2449 (Rubio)</u>, marking the latest development of the Brown Act in a post-pandemic world. The new amendments to the Brown Act go into effect on January 1, 2023. AB 2449 provides complex alternative teleconference procedures to allow members of a legislative body to participate remotely, the application of which turns on individual facts and circumstances. Notably, the bill sets rules for a Board member's remote participation, but agencies may continue to hold zoom meetings at which the public participates remotely.

AB 2449 allows the legislative body of a local agency to use teleconferencing without complying with the traditional Brown Act teleconferencing rules or the modified AB 361 rules in certain circumstances. To do so, however, at least a quorum of the members of the legislative body must participate in person from a singular physical location identified on the agenda, which location will be open to the public and within the boundaries of the local agency. The legislative body must also provide either a two-way audiovisual platform or two-way telephonic service and a live



by Allison C. Schutte & Julian A. Viksman & Julie A. Sherman & Steven D. Miller







webcasting of the meeting to allow the public to remotely hear and visually observe the meeting, and remotely address the legislative body. The agenda must identify and include an opportunity for all persons to attend via a call-in option, internet-based service option, and at the in-person location of the meeting.

In addition to the above prerequisites, AB 2449 also contains a number of provisions that may make the ability to participate remotely difficult for many public officials. The new provisions only allow a member of the legislative body to participate remotely if one of the following are met:

- 1. the member notifies the legislative body at the earliest opportunity possible, including at the start of a regular meeting, of their need to participate remotely for "just cause" (as defined by AB 2449), including a general description of the circumstances relating to their need to appear remotely at the given meeting; or
- 2. the member requests the legislative body to allow them to participate in the meeting remotely due to "emergency circumstances" and the legislative body takes action to approve the request. The legislative body must request a general description (generally not exceeding 20 words) of the circumstances relating to their need to appear remotely at the given meeting.

The bill defines "just cause" and "emergency circumstances" for the purposes of teleconferencing. "Just cause" is limited to one or more of the following: (i) a childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely; (ii) a contagious illness that prevents a member from attending in person; (iii) a need related to a physical or mental disability as defined by statute; or (iv) travel while on official business of the legislative body or another state or local agency. "Emergency circumstances" means a physical or family medical emergency that prevents a member from attending in person.

In practice, the similarities between "just cause" and "emergency circumstances" makes it difficult to determine when each category should be used and which facts lead to one or the other. These practical implications are further obscured by AB 2449's limitations on how frequently a member can teleconference under the statute.

AB 2449's teleconference procedures may not be used by a member of the legislative body to teleconference for a period of more than three consecutive months or 20% of the regular meetings within a calendar year, or more than two meetings if the legislative body meets fewer than 10 times per calendar year. Members participating remotely must do so through both audio and visual technology and must publicly disclose whether any individual over the age of 18 is present at the remote location with the member.

AB 2449 also adds new requirements for legislative bodies. Legislative bodies must implement procedures for receiving and swiftly resolving requests for reasonable accommodations for individuals with disabilities, consistent with applicable civil rights and nondiscrimination laws. Further, no action can be taken if a disruption event prevents the legislative body from broadcasting the meeting. Lastly, a legislative body may take action on items of business not appearing on the posted agenda if the request to consider action was for a member to participate in a meeting remotely due to emergency circumstances and the request does not allow sufficient time to place the proposed action on the posted agenda for the meeting for which the request is made. The legislative body may approve such a request by a majority vote.

AB 2449 does not amend the Brown Act's emergency teleconference procedures under AB 361. Rather, it offers an alternative teleconferencing option that allows a legislative body to use teleconferencing procedures without complying with the traditional teleconference agenda requirements in certain

circumstances. However, the complexity of AB 2449's teleconference scheme will make it difficult to administer.

The remote meeting rules enacted in AB 361 will expire on January 1, 2024. AB 2449's rules remain in effect through 2025. After January 1, 2026, unless further legislation is adopted, only the pre-pandemic, traditional Brown Act rules will remain in effect.

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WIB DEIB Recommendation Notes from November 9, 2022 WIB Meeting

Structure

- Actionable items for more inclusive Board systems and structures
- That we really have some actionable steps we can take in terms of improving structures. Like mentorships or spaces to talk with each other to build support.
- Focus on impact rather than intent/Outcome vs. intent
- Equity in terms of speaking order/making space for voices in the room
- Being intentional, taking the time to unpack all of the various items. Especially being non-inclusive, and how to make the changes to include everyone.
- Avoiding circular thinking.
- Quality over quantity.
- Having a different rubric for how we measure success--quality over quantity
- Add meeting celebrations where we have success!
- How about service providers, staff, those receiving service? How are they represented?
- Need to hear the voices of more young people, small business owners, and monolingual individuals to better represent those individuals.
- Need to work on bringing equity into our work in terms of speaking order and making space for other voices in the room.
- Want to discuss how we look at our successes in terms of the dashboard number and if there are
 other lenses we should be using.
- Look at our intentions about how we share thoughts during meetings.
- Bring in more of the voices of those we are serving.
- Bring people in to speak. For example, this last month was Indigenous People month, would have been good to bring in someone from that community to speak.
- The work starts with each person individually and branches out to the WIB as a group.
- Need to look at celebrating our wins.
- Need to come back and reflect on our work through a diversity lenses as time goes on.

Education / Further DEIB Work

- I need to learn more, i.e. a deeper dive. Brought forth an awareness of unconscious bias. Change is going to come and we are all here at this time for a reason. We need to put into practice, what we are learning. The different scenarios that they came up with are things I wouldn't have thought of.
- A lot of people weren't comfortable associating themselves with their race in a diverse group. I really enjoyed in the second the emphasis on folks who don't participate as much due to time on WIB. Having a shared understanding of DEIB terminology.
- Notice your times of discomfort
- Humility of board members in attendance
- What if we invited, for example, a local tribe to come speak with us during Indigenous Peoples month.
- New Years in-person gathering (?)
- Updates in engagement with everyone.
- A lot of people weren't comfortable associating themselves with their race in a diverse group. I really enjoyed in the second the emphasis on folks who don't participate as much due to time on WIB. Having a shared understanding of DEIB terminology.
- Need to increase our awareness, keep learning. Be aware of stereotypes and biases. Need to know
 what people want. Sometimes people are too insulated. Need to have more voices, including young
 voices at the table, and small business owners, and monolingual non-English speakers
- Notice times when you're uncomfortable. Humility was visible. How to bring equity to the work,
 meetings, speaking order, bringing other voices into the room. Discussed how we overemphasize
 numbers over high impact and maybe lower numbers. Actions: look at rubric for success thru
 multiple lenses, be intentional with how we have people engage in meetings, look at spaces outside
 of "regular" ecosystems to recruit new members
- Feel like we're in the middle of info gathering, need to do more learning, ID more gaps. Need to
 bring in voices of people we're serving as well as groups who are not currently represented on WIB
 or at Job Link. Look at recruitment strategies for WIB and how we bring people on and make them
 feel valuable and they belong, that their voices are needed. Starts with each of us individually,
 ongoing constant process. Should reflect on how we're doing ongoing
- Look at both individual and collective learnings. Celebrate our "wins" training is not an event, it's a process, dip our toe in deeper each time. Focused on outreach of members: invite people who represent a specific population to come and speak to the WIB, e.g. local Tribe this month
- Need to increase knowledge, awareness, stereotypes and cultural sensitivity. Include religion and
 cultures as well as race. For example, men are doctors and, in the trades, when in reality there are
 more women in medicine than men now.
- The importance of noticing your discomfort and the humility of the Board members was noted as important for fully participating in these conversations.

Membership / Recruitment

- How WIB members flow through the executive committee. There are different ideas for how we can do things in the future. I'm glad that we're continuing to have these conversations built into the meetings.
- To be more mindful in recruitment of diverse WIB members. Be mindful of dominant culture characteristics right to comfort creating us to seek out those like us.
- Diversity recruitment, consciously aware of expanding our group include industries as well as ethnicities, gender identity, etc. Targeted outreach for recruitment purposes.
- Small working group for recruiting and onboarding new members
- Systems and structures for the board for onboarding new members and building community on an ongoing basis.
- Subcommittees and ad hoc are good ways to be involved, according to natural interests.
- Workshops are good ways to bring people in.
- Adjusting for whom we outreach to in order to hear from the communities we serve.
- Intentionality around how we invite people to share their thoughts during the meeting
- Make diversity on the WIB a priority. Once there, focus on inclusion and belonging of those
 members to ensure they are comfortable in their space on the WIB. Our icebreakers, warmups,
 agenda: insert some DEIB questions and activities in each WIB mtg
- That we really have some actionable steps we can take in terms of improving structures. Like mentorships or spaces to talk with each other to build support.
- Focus on structure of how we welcome new members, how we help them to feel included. Need more attention to the onboarding process, have mentors available, spaces outside the meeting for members to interact with each other. Discussion of having workgroups in the past and workshops, etc., for members to interact built a sense of community. NYE gathering? More intentional recruitment processes, thought about who WIB is reaching out to for new members.
- What stood out was the need to intentionally recruit people representing perspectives not currently represented. Go outside of comfort zone. Create buddy system for new members. Use DEIB ice breakers at every meeting. Focus on making new members feel important, valued and that they belong.
- The racial mix definitely stands out or lack of.
- Need took at our recruitment process to reach out to people outside of our current circles. More
 intentional recruitment process. And how to connect members to each other. More onboarding
 and mentoring. Space outside of meetings to have people work with each other. Other venues and
 workgroups. Possible New Year's gathering for members. Ice breakers and use the DEIB lens in
 every meeting.