

## www.sonomawib.org

Executive Committee August 9, 2023 4:00 pm to 5:00 pm

2227 Capricorn Way, Santa Rosa

## Note Location ⇒ ⇒

## 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 July 12, 2023 and Review Action Items (4:05)

(Action\*)

III. WIB Business (4:10)

(Discussion)

- A. Membership
- B. Attendance

IV. Operations (4:20)

(Discussion)

- A. OSO Update
- B. Grant Updates

V. DEIB Planning (4:30)

(Discussion/Action)

VI. Prepare for September WIB Meeting (4:40)

(Discussion)

VII. Upcoming WIB Executive Committee Meetings and WIB Meetings

(Discussion)

September 13, 2023 Executive Session: 2:30 pm to 2:45 pm In person / Zoom As Needed

September 14, 2023 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 July 12, 2023

Members Present: Brandy Evans, Judy Coffey, Stephen Jackson, and Ananda Sweet\*

**Members Absent:** Robin Bartholow, Scott Kincaid, and Michael Pickens

WIB Staff: Pru Ratliff, Katie Fosburgh (EDB), Katie Stohlmann, Ashley Taylor, and Judy Oates

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

#### I. Public Comment

Stephen transferred chair-ship to Brandy. Brandy thanked Stephen for his two years of service as Chair to the WIB and WIB Executive Committee.

II. Approval of Minutes of June 14; and Review Action Items

Motion to approve Minutes of June 14, 2023: Ananda Sweet / Stephen Jackson. Approved (Brandy Evans Stephen Jackson, Judy Coffey, and Ananda Sweet.) There were no abstentions. There were no "nay" votes. The motion carried.

#### III. WIB Business

#### A. Membership

There were no new applications for review.

Stephen reached out to applicant Lauren Bodsworth inviting her to attend today's meeting as they have never attended a WIB meeting to date. If still interested in becoming a member after the meeting she should reach out again.

B. Review/Edit Ad Hoc Committee Request

Reviewed motion from June meeting regarding the ad hoc committee request. Discussed and clarified goals and timeframe for the work of the committee.

Ananda joined the meeting.

Motion to update decision to create WIB membership review ad hoc committee for a term of four to six months to make recommendations to the WIB Executive Committee; develop criteria checklist, number of members, length of terms, orientation/onboarding process.

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

**Stephen Jackson /s/ Judy Coffey.** Approved (Brandy Evans, Stephen Jackson, Judy Coffey, and Ananda Sweet.) There were no abstentions. There were no "nay" votes. The motion carried.

# IV. Prepare for July WIB Meeting

Discussed presentation of new ad hoc membership committee and how it is a good opportunity for member involvement.

# V. Upcoming WIB Executive Committee Meetings and WIB Meetings

August 9, 2023 Executive Session: 4:00 pm to 5:00 pm In person / Zoom As Needed September 13, 2023 Executive Session: 2:30 pm to 2:45 pm In person / Zoom As Needed September 13, 2023 Full Session: 3:00 pm to 5:00 pm In person / Zoom As Needed

## VI. Adjourn

The meeting was adjourned at 2:47 p.m.

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WIB Attendance 12 Months										
	Dates							%	Absent	%
	9/14/22	11/7/22	1/11/23	3/8/23	5/10/23	7/12/23	Present		A	
Bartholow, Robin	P	P	P	P	P	A	5	83%	1	17%
Brown, Ethan	P	P	P	P	P	A	5	83%	1	17%
Carlson, Erin	P	P	P	P	P	A	5	83%	1	17%
Coffey, Judy	P	P	P	P	A	P	5	83%	1	17%
Cooper, Susan	P	P	P	P	A	A	4	67%	2	33%
Davis, Brad	P	P	P	P	A	P	5	83%	1	17%
Diaz, Keith	P	P	P	A	P	P	5	83%	1	17%
Duranczyk, Paul	P	P	P	P	P	P	6	100%	0	0%
Emanuele, Nancy	A	P	A	A	P	A	2	33%	4	67%
Evans, Brandy	P	P	P	P	P	P	6	100%	0	0%
Holloway, Kristina	P	A	P	A	P	A	3	50%	3	50%
Jackson, Stephen	P	P	P	P	A	P	5	83%	1	17%
James, Judy	P	P	P	P	P	A	5	83%	1	17%
Kincaid, Scott	P	P	P	P	P	A	5	83%	1	17%
Knerr, Chris	P	P	P	P	P	A	5	83%	1	17%
Maldonado, Anita	P	A	P	P	A	A	3	50%	3	50%
McEntagart, John	P	P	P	A	A	P	4	67%	2	33%
Pickins, Michael	A	P	P	P	P	A	4	67%	2	33%
Sprague, Ken	P	P	P	A	P	A	4	80%	2	40%
Steffensen, George	P	P	P	P	P	P	6	100%	0	0%
Stuebner, Thomas	A	A	A	P	P	A	2	33%	4	67%
Sweet, Ananda	P	P	P	P	A	P	5	83%	1	17%
Tam, David	A	P	P	P	P	P	5	83%	1	17%
Toledo, Pedro	P	P	P	A	Z	A	4	67%	2	33%
Wall, Alena	X	P	A	P	P	P	4	80%	1	20%
Wayte, David	A	P	P	P	P	P	5	83%	1	17%

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

Scheduled Absences:

None.

# **WIBE Attendance 12 Month**

	Dates									Present	%	Absent	%
	8/10/22	10/31/22	12/14/22	1/11/23	3/8/23	4/12/23	5/10/23	6/14/23	7/12/23	Pre	/0	Abs	70
Bartholow, Robin	P	P	P	A	P	P	P	P	A	7	78%	2	22%
Coffey, Judy	P	P	P	P	P	A	A	P	P	7	78%	2	22%
Evans, Brandy	A	P	P	P	P	P	P	P	P	8	89%	1	11%
Jackson, Steven	P	P	P	P	P	P	P	Z	P	9	100%	0	0%
Kincaid, Scott	P	P	P	P	P	P	P	P	A	8	89%	1	11%
Pickens, Michael	P	P	P	P	P	P	A	A	A	6	67%	3	33%
Sweet, Ananda	A	P	A	P	P	P	A	P	P	6	67%	3	33%

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

#### 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