

SONOMA COUNTY
 **WORKFORCE
INVESTMENT BOARD**

www.sonomawib.org

Executive Committee
April 10, 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 March 13 and Review Action Items (4:02)** *(Action*)*
- III. **WIB Business (4:05)** *(Discussion/Action*)*
 - A. Membership
 - B. Attendance
 - C. Retreat Planning
 - D. Broadband Digital Equity Update
- IV. **Ad Hoc Committee Updates (4:30)** *(Discussion/Action*)*
 - A. **WIB Membership Committee**
 - B. DEIB Committee
- V. **Move Funding from Dislocated Worker to Adult (4:40)** *Discussion/Action*)*
- VI. **Operations (4:45)** *(Discussion)*
 - A. One Stop Operator Update
 - B. Job Link Update
- VII. **Prepare for May WIB Meeting (4:55)** *(Discussion)*
- VII. **Upcoming WIB Executive Committee Meetings and WIB Meetings** *(Discussion)*

May 8, 2024	Executive Session:	2:00 pm to 2:45 pm	In person / Zoom As Needed
May 8, 2024	Full Session:	3:00 pm to 5:00 pm	In person / Zoom As Needed
- 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 March 13, 2024

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

Members Absent: None

WIB Staff: Katie Greaves, Michelle Revecho, Lilian Roman, Carol McHale, and Judy Oates

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

I. Public Comment

None.

II. Approve Minutes of February 14, 2024

Motion to approve Minutes of February 10, 2024: Scott Kincaid / Ananda Sweet Approved

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

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

III. WIB Business

A. Membership

Discussed pending member applications and potential upcoming seats.

It was decided to hold on acting on Chris Van Nuys’ application at this time.

Motion to approve WIB membership application for Louis Ganzler and move it to the Board of Supervisors for review/approval: Stephen Jackson / Scott Kincaid Approved

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

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

Motion to approve WIB membership application for Lauren Bodsworth and move it to the Board of Supervisors for review/approval: Ananda Sweet / Stephen Jackson Approved

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

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

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

Discussed number of Labor seats required if Michael Pickens moves to a Business Seat to be the Chair-Elect. Staff to get clarification if Chair-Elect can hold both a Business and Labor seat for reporting purposes. Also confirm if we were to be short a Labor representative during a Chair term due to holding a Business seat during that time frame - could that result in a penalty or “finding”? If so, would being able to list a corrective action of returning to a Labor seat after a Chair term be considered an appropriate response?

Motion to approve Michael Pickens as Chair-Elect if there is no conflict in required seats by moving him to a Business Seat: Scott Kincaid / Ananda Sweet Approved

(Brandy Evans Judy Coffey, Stephen Jackson, Scott Kincaid, and Ananda Sweet.) Michael Pickens abstained. There were no “nay” votes. The motion carried.

Reviewed application of Cynthia King. Brandy will reach out to Dr. Susan Cooper to discuss her intentions regarding her WIB seat.

Motion to approve Cynthia King as a WIB member if Dr. Susan Cooper decides to resign from the Board: Michael Pickens / Scott Kincaid Approved

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

B. Attendance

Brandy met with Pedro about attendance.

C. Bylaws Update

Discussed setting a fixed number of 29 for Board seats.

Motion to approve proposed bylaw updates: Michael Pickens / Scott Kincaid Approved

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

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D. Retreat Planning

Discussed agenda and goals of a WIB retreat. Committee will develop a survey at the next meeting to send out to the WIB to get buy in and feedback on what to plan. Katie will check funding availability and look into a facilitator. Items to consider including are:

- Length of event and timing
- Strategic Goals / Path for one to two years
- Industries to focus on
- WIB Membership Reset / Training
- WIB Membership Ad Hoc recommendations
- Key Workforce Issues

IV. Prepare for March WIB Meeting

Prepare for discussions on youth contracts, including approval of My Pathways Procurement. Prepare to discuss Dislocated Adult Funds Transfer at the April meeting.

V. Upcoming WIB Executive Committee Meetings and WIB Meetings

March 13, 2024	Full Session: 3:00 pm to 5:00 pm	In person / Zoom As Needed
April 10, 2024	Executive Session: 4:00 pm to 5:50 pm	In person / Zoom As Needed
May 8, 2024	Executive Session: 2:00 pm to 2:50 pm	In person / Zoom As Needed
May 8, 2024	Full Session: 3:00 pm to 5:00 pm	In person / Zoom As Needed

VI. Adjourn

2:57 pm meeting was adjourned.

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WIB Attendance 12 Months										
	Dates						Present	%	Absent	%
	5/10/23	7/12/23	9/13/23	11/8/23	1/10/24	3/13/24				
Brown, Ethan	P	A	A	P	P	P	4	67%	2	33%
Carlson, Erin	P	A	P	A	Z	P	4	67%	2	33%
Coffey, Judy	A	P	P	P	P	P	5	83%	1	17%
Cooper, Susan	A	A	P	P	A	A	2	33%	4	67%
Davis, Brad	A	P	P	P	A	P	4	67%	2	33%
Diaz, Keith	P	P	P	P	A	P	5	83%	1	17%
Duranczyk, Paul	P	P	A	A	P	A	3	50%	3	50%
Emanuele, Nancy	P	Z	P	P	Z	P	6	100%	0	0%
Evans, Brandy	P	P	P	P	P	P	6	100%	0	0%
Holloway, Kristina	P	A	P	P	P	P	5	83%	1	17%
Jackson, Stephen	A	P	A	P	P	P	4	67%	2	33%
James, Judy	P	A	A	P	A	A	2	33%	4	67%
Kincaid, Scott	P	A	P	P	P	P	5	83%	1	17%
Knerr, Chris	P	A	P	A	P	A	3	50%	3	50%
McEntagart, John	A	P	P	P	A	P	4	67%	2	33%
Pickins, Michael	P	A	A	P	P	P	4	67%	2	33%
Brian Purtill	X	X	P	P	P	P	4	100%	0	0%
Sprague, Ken	P	Z	P	Z	P	A	5	83%	1	17%
Steffensen, George	P	P	P	P	A	P	5	83%	1	17%
Stuebner, Thomas	P	A	P	A	P	Z	4	67%	2	33%
Sweet, Ananda	A	P	P	A	P	P	4	67%	2	33%
Tam, David	P	P	P	Z	Z	Z	6	100%	0	0%
Toledo, Pedro	Z	A	P	A	A	P	3	50%	3	50%
Wall, Alena	P	P	A	A	P	P	4	67%	2	33%
Wayte, David	P	P	A	P	P	A	4	67%	2	33%

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

Scheduled Absences:

Judy James. I wanted to let you know that I will have to miss the next two board meetings (March and May) due to travel commitments with another board that I sit on. I will ensure to review the meeting minutes promptly and remain available for any follow-up discussions or tasks assigned during my absence. Thank you for your understanding.

WIBE Attendance 12 Month

	Dates												Present	%	Absent	%
	4/12/23	5/10/23	6/14/23	7/12/23	8/9/23	9/13/23	10/11/23	11/8/23	12/13/23	1/10/24	2/14/24	3/13/24				
Coffey, Judy	A	A	P	P	P	P	A	P	P	P	P	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	P	P	Z	P	Z	A	P	P	A	P	P	P	10	83%	2	17%
Kincaid, Scott	P	P	P	A	P	P	P	P	A	P	P	P	10	83%	2	17%
Pickens, Michael	P	A	A	A	A	P	P	A	A	P	A	P	5	42%	7	58%
Sweet, Ananda	P	A	P	P	P	P	P	A	A	A	P	P	8	67%	4	33%

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