

Job Link Steering Committee

Steering Chair / WIB Member: Kristyn Byrne

Current Voting Members / MOU Partners:

- WIOA Adult / Dislocated Worker / Youth Programs: Jessica Taylor
- TANF / SonomaWORKS: Hope Hamby
- Human Services Clerical Division: Cindy Becerra
- EDD: Juanita Estrella
- DOR: Carmen Salgado
- SER Jobs for Progress: TBD
- Goodwill Industries: TBD
- Adult Education Consortium (including Petaluma Adult School): Carol Waxman and/or Nancy Miller
- SRJC CalWORKs and SRJC Career Center: Lily Hunnemedder-Bergfelt
- Economic Development Board: Al Lerma
- Ya-Ka-Ama: Noreen Trippo

Supporting Staff: Job Link one-stop operator Patti Andrews

- I. Welcome and Introductions**
- II. Approval of Minutes – August 9, 2017** *(Action)*
- III. Check-in and debrief Sonoma County Fire and Recovery** *(Discussion)*
- IV. How the One-Stop can play a role in the community's recovery** *(Discussion)*
 - i. Please complete MOUs if haven't already done so*
 - ii. Partner response to fires and recovery effort*
- V. New Job Link Steering Committee Chair** *(Discussion)*
- VI. Next Meeting date** *(Discussion)*
- VII. Adjourn to Full WIB Board Meeting**

Job Link Steering Committee

Minutes of August 9, 2017

Members Present Kristyn Byrne, Chair/WIB Member
Cindy Becerra, County of Sonoma, Human Services, Clerical Division
Juanita Estrella, Employment Development Department (EDD)
Lily Hunnemeder-Bergfelt, SRJC CalWORKs and SRJC Career Center
Heather LoBue, Economic Development Board (EDB)
Peggie Parlee, Goodwill Industries (GIRE)
Laurie Petta, Goodwill Industries (GIRE)
Carmen Salgado, Department of Rehabilitation (DOR)
Jessica Taylor, WIOA Adult / Dislocated Worker / Youth Programs at Job Link (JL)

Members Absent Hope Hamby, SonomaWORKS/TANF
Al Lerma, Economic Development Board (EDB)
Nancy Miller Adult Education Consortium
Noreen Trippo, Ya-Ka-Ama
Carol Waxman, Adult Education Consortium-Petaluma Adult School
Representative TBD, SER Jobs for Progress

Staff Patti Andrews, Job Link One-Stop Operator

I. Welcome and Introductions

II. Action Items Review

- Discussed new Brown Act requirements. Due to the new rule stating members who want to attend a Brown Act required meeting via phone or Skype are required to post an agenda and make the public welcome at their location, it was decided the JLSC will not conduct distance meetings
- E-mail to providers was postponed.
Action: Jessica will write a draft an email to providers for Kristyn's approval.
- Doodle poll was sent out but meeting was re-scheduled to meet Brown Act requirements.

III. Approval of Minutes – November 9, 2016

Motion to approve the minutes from May 10, 2017: Hope /s/ Juanita Estrella. All approve (Kristyn Byrne, Carmen Salgado, Heather LoBue, Hope Hamby, Juanita Estrella, Laurie Petta, Lily Hunnemeder-Bergfelt, and Peggie Parlee). There were no nay votes. Jessica abstained. The motion carried.

IV. New Job Link Steering Committee Chair

Kristyn has been nominated at the new WIB Chair and will be stepping down from her position as the JLSC Chair when she fills this position. The JLSC discussed new Chair recruitment. Possible candidates for this position include Robin Bartholow, Yale Abrams, and Bill Nordskog.

V. Updates

- The work of the One-Stop Operator (OSO) was clarified. The OSO is the liaison between Job Link partner agencies between scheduled meetings and assists all the partners even though the position is paid by the County HSD department.
- The DOR is working on a government contractor job fair to be held in February. They also have a new District Administrator - David Wayte.
- The EDD's new DVOP is Matt Grim.

- The *Women In Business* survey should come out in a couple of weeks.
- Goodwill will have the CARF review available at the end of August. They are also recruiting for a New Employment and Training Director.
- The EDB is closing the workforce survey went out to PASCO and the Lodging Association and will now work on their report.
- Jessica presented overviews the Job Link Dashboard Report, Year of the Senior, and Public Service workshops. She reported that Priority of Service is being implemented on training funds as they have spent 80% of their funds. Job Link is looking at how to ensure partners can use the Job Link space for job fairs if Job Link does not continue to host monthly fairs.

VI. New Business

Strategic Planning Day - Agenda Development and Planning

The Job Link Steering Committee discussed the planning its first Strategic Planning Meeting. The meeting will be at the EDD Office located at 606 Healdsburg Avenue on Wednesday, September 20 from 9:00 am to noon

Action: Schedule a JLSC Strategic Meeting planning session with Kristyn, Jessica and Patti.

Action: Email prepared handouts and meeting information to the JLSC members for review by August 28.

Suggestions for discussion items for the Strategic Planning Day included:

- AJCC Certification and Hallmark of Excellence ratings.
- Discussion of the benefits Partners receive from being members of the One-Stop. If they are not receiving any benefit discuss ways to make that happen.
- Data collection for meetings - how will we measure if our efforts are increasing benefit/performance?
The group asked for more data at these meetings to assist them in making decisions. Goodwill discussed the surveys they are working on and Jessica shared that Job Link is also doing informational surveys and working with focus groups to gather additional information.
- WIOA – rules and regulations.
- Find a way to give the WIB a better understanding of the work of Job Link.
Are there key efforts/initiatives of the WIB that the JLSC can help the WIB achieve?
- Decide how often the JLSC should meet going forward.
- Lack of recognition by Job Seekers of Job Link and the services we provide. Need to do more outreach and find different ways we can talk to/market to our target population.
- How often the JLSC should meet.
The current quarterly schedule matches the schedule of the WIB meetings. Jessica shared the Humboldt Steering Committee met monthly and it may be beneficial for this group to meet more often. It was noted by other members that they felt a loss of momentum when the JLSC schedule changed from every other month to quarterly.
- Review of minute style.
It was also noted that members liked the having the action items in the minutes to be highlighted.
- Job Seeker recognition of Job Link and the services we provide.
- How to have more outreach.
Kristyn asked about advertising the One-Stop on the radio during a 5-7 minute Workforce Segment. Staff responded that the BOS has requested limiting what staff speaks with the press about so a script would have to be developed and approved. They are not worried we might say things wrong; it's about the BOS being caught off-guard if they don't know about advertising or items released to the press. The CAO is coming up with a communication plan. Discussed the Job Link Steering Committee Chair or OSO reaching out to work with the CAO office on guidelines for Job Link advertising.
- Job Link representation at the Paulin Building.
We do not currently have representation there but they will direct people to Job Link via Cal Jobs.

- Wants.
Members demonstrated willingness to take on homework to develop a list of wants that are not necessarily required by WIOA that would allow better steering of Job Link before the strategic meeting.

Documents and materials to be gathered for the meeting include:

- List of Key Initiatives.
Action: Kristyn to get list of Key Initiatives from WIB
- Hallmark of Excellence and AJCC Certification Matrix.
Action: Job Link staff to create list of what members are required to do to be AJCC compliant, and what they would need (ie. data points) to provide that information. (Job Link)
- Survey and focus group results. (Job Link)
Action: Goodwill to provide survey results.
Action: Job Link to provide survey and focus group results.
- Want List.
Action: All members to create list of “wants” that would allow better One-Stop operation.

VI. Next Meeting September 20, 2017
 9:00 a.m. – 12:00 p.m.
 EDD Office

VII. Adjourn
This meeting was adjourned at 2:57pm.