

**Workforce Investment Board**

**Executive Committee**

**Minutes of January 10, 2018**

**Members Present:** Kristyn Byrne, Stephen Jackson and Scott Kincaid

**Members Called In:** Ed Barr, Judy Coffey \*, and Steve Herron

**Notified Absence:** Robin Bartholow, Roy Hurd, Bill Nordskog and Chris Snyder

**Staff:** Katie Greaves, Patricia Andrews, and Judy Oates

**I. Public Comment**

Stephen shared that the construction cohort program has about 20 participants and is scheduled to begin on January 21. There is already a waiting list of interested adults for the next session, to be scheduled sometime in March.

**II. Approval of Minutes of October 25, 2017, December 13, 2017 and Review Action Items**

Motion to approve minutes from October 25, 2017: Stephen Jackson /s/ Scott Kincaid. All approved (Kristyn Byrne, Ed Barr, Steve Herron, Stephen Jackson, and Scott Kincaid). There were no “nay” votes or abstentions. The motion carried.

Motion to approve minutes from December 13, 2017: Kristyn Byrne /s/ Stephen Jackson. All approved (Kristyn Byrne, Ed Barr, Steve Herron, Stephen Jackson, and Scott Kincaid). There were no “nay” votes or abstentions. The motion carried.

All actions from previous minutes have been completed.

**III. Job Link Update**

**A. Follow Up on Temporary Suspension of Job Link Steering Committee**

Patti reported the WIB bylaws allow for a temporary suspension of Job Link Steering Committee. It was decided to announce to interested parties a 90 day suspension after which the Committee will review the status of the WIB’s grant proposals and decide on a date to reconvene. In the meantime, JLSC members will be encouraged to attend the WIB meetings for information and updates.

Auxiliary aids, services, and versions are available to individuals with disabilities upon request

by calling (707) 565-8504.

**Action:** Staff will send out a notification of a 90 day temporary suspension to the Job Link Steering Committee for their meetings.

**Action:** Staff to add a review of the JLSC status to future agendas to be sure it is reinstated in a timely manner.

#### IV. WIB Business

##### A. Debrief November 8th WIB Meeting - Review Actions Taken

Reviewed the discussion, requests, and motions of the November 8<sup>th</sup> WIB meeting regarding Job Link Policy and confirmed the WIOA Assistance Grant will be available for both the wildfire dislocated workers and adult participants.

*\*Judy Coffey joined the meeting.*

##### B. Update On Grant Opportunities

###### i. WIOA Assistance

Staff applied for \$3.2M through the Emergency Dislocated Worker Grant funded from state funds normally held back by the Governor. While we have not received a response at this time, staff is preparing for approval. Clients entering the construction industry will be eligible for subsidies for child care, uniforms, and other services that assist in getting and retaining employment.

###### ii. La Cooperativa

We do not yet have a formal contract for this \$24M grant. This will provide fire damage clean up services for public and nonprofit land such as watersheds, parks, schools and non-profits in Sonoma and Napa Counties. La Cooperativa will hire dislocated workers and the long term unemployed. Katie is hosting a meeting with various representatives on Friday to discuss area where the work will occur. Interested parties are invited to attend.

**Action:** Stephen Jackson will either attend or send a school or SCOE staff member to represent damaged school sites in Santa Rosa and Sonoma.

###### iii. Ideas on Data Reports for WIB Regarding Grant Activities

- Training type and enrollment
- Training completion rate
- Post training employment rate
- Marketing efforts to potential participants
- Expenditure Reports
- Demographics – including age, gender, and ethnicity.

C. WIB 2018 – Strategic Planning and Training

Discussed the need for a Strategic Planning meeting for the WIB. It was decided to postpone this event as most of the county is focused on recovery efforts. Staff will update the current WIB goals with the WIB continuing to work on them while supporting recovery efforts.

The Executive Committee wants to communicate to non-construction WIB members that their industries may be impacted by the current event either directly or indirectly over time and that the WIB supports all industries. The WIB will track county employment and prepare for the waves of change to the workforce that will follow. The Executive Committee expects that there may be open positions caused by people leaving the area; moving into some of the higher paying construction jobs and leaving current positions; and finding other work when construction jobs are no longer available.

**Action:** Staff will update the current WIB goals for WIB Executive Committee review and approval for the next 18 months. The goals will then be shared with the WIB.

V. **WIB Oversight**

A. America's Job Center of California (AJCC) Certification

Katie reported the Baseline Certification Application has been submitted. We are attempting to get signatures on the MOUs, which means the AJCC is unable to be certified until then.

Patti is working on the Hallmark of Excellence application.

B. Economic Development Board 2018 State of the County Breakfast February 2

The WIB purchased a table for the February State of the County Event. An invitation will be sent to the WIB Executive Committee and WIB to see who would like to attend. The following WIB Executive Committee members will be seated at separate tables: Scott, Judy, and Stephen. Steve Herron will not be available to attend.

VI. **Upcoming WIB Executive Committee Meetings and WIB Meetings**

February 14, 2018	Full Session:	3:00 pm to 5:00 pm	Location: Santa Rosa Room
March 14, 2018	Executive Session:	4:00 pm to 5:00 pm	Location: Bodega Room
April 11, 2018	Executive Session:	4:00 pm to 5:00 pm	Location: Bodega Room
May 9, 2018	Full Session:	3:00 pm to 5:00 pm	Location: Santa Rosa Room

**Action:** Kristyn and Katie will meet off-line to discuss the February WIB agenda.

VII. **Adjourn**

The meeting was adjourned at 5:05 p.m.