

Workforce Investment Board
Executive Committee
Minutes of September 13, 2017

Members Present: Kristyn Byrne, Robin Bartholow, Stephen Jackson, Scott Kincaid, and Bill Nordskog
Members Called In: Judy Coffey
Notified Absence: Ed Barr, Steve Herron Roy Hurd, and Chris Snyder
Staff: Katie Greaves, Cristin Tuidor, and Judy Oates
Other: Tim Reynaga (Employment Development Department Regional Advisor)

I. Public Comment

No public comment to report.

II. WIB and Division Director Update

A. One-Stop Operator

Staff released a One-Stop Operator Request for Proposal in January which received no proposal responses and was considered a failed procurement. Job Link then applied to the State to be our own One-Stop Operator (OSO) and appointed Patricia Andrews to the position. Patti's position will represent all of the partners in support of the One-Stop.

Certification by America's Job Center of California Certification (AJCC) is a new requirement of WIOA for the One-Stop. There are two levels of certification available: Baseline and Hallmarks of Excellence. Staff is developing the Baseline review process for the State's approval. Due to the failed OSO procurement, the State will evaluate us for Hallmark of Excellence.

B. MOU Phase II

There are two Phases to the One-Stop Partner Memorandum of Understanding. Phase 1 included the services to be provided at the One-Stop. Phase II includes each partner's share of the cost for operating the One-Stop, including infrastructure costs for all on-site partners. Phase II will also include an Other System Costs budget, which includes the cost for each partner to provide AJCC support system-wide.

Job Link recently conducted several surveys of Job Link staff, partners, and customers to gather a comprehensive look at our services and where we might invest effort into improvement.

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Action: Staff will bring the Job Link Survey presentation to the next WIB Executive Committee meeting for review.

C. 2017/18 WIB Goals

Katie led a discussion of WIB goals and shared what she learned other WIBs are working on at the California Workforce Association conference that she and Jessica Taylor attended earlier this month. It was decided a WIB Strategic Planning meeting is needed. Suggested subjects for discussion are:

- WIB goals that include tangible results.
- Review of goals in the WIB regional and local plans, and how we intend to reach them.
- The WIB as convener. Discuss how to have members report out on other activities and associations they are involved in.
- The WIB creating systems and/or executing plans.
- How to best include discussions about workforce housing and career pathways at WIB meetings.
- Think outside the box to reach specific goals.

Action: Bill will bring the process flow chart he developed to the next WIB Executive Committee meeting.

- Connect the WIB with other groups to create a joint effort for tangible results on projects.
- Reach out to groups with similar goals (like the EDB) and see what they are struggling with and if we can support their efforts.

Additional planning meeting suggestions included:

- Bring in a consultant to run the meeting.
- Take the group to an offsite location.
- As there are a lot of new members since last strategic meeting, we may want to review:
 - History, goals and get fresh ideas.
 - The WIB's role of knowing what the industries in the county are and needs these industries have, i.e. finding workforce to fill positions.
 - Prior WIB projects include: Assisting when there was a shortage of Certified Nursing Assistants and Registered Nurses and assisting in the development of the Work Ready Certificate.

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- How the WIB provides oversight of the One-Stop and WIOA Programs, including the Youth Program.
- The purpose of the WIB from the members' perspective.
- How to leverage WIB members to draw more attention to workforce issues and bring solutions.

Action: Katie and Kristyn will meet to start coordinating the Strategic Planning Meeting and will bring that information to the next WIB Executive meeting for input.

III. **Approval of Minutes of July 12, 2017**

Motion to approve minutes from July 12, 2017: Scott Kincaid /s/ Robin Bartholow. All approved (Kristyn Byrne, Robin Bartholow, Judy Coffey, Scott Kincaid, and Bill Nordskog). There were no "nay" votes. Stephen Jackson abstained. The motion carried.

IV. **Membership**

A. **New Member Applications**

The committee reviewed two new WIB applications:

- David Wayte, the new Redwood Empire District Administrator for the Department of Rehabilitation, applied to be a WIB member replacing Chris Fernandez who previously held this position and a WIB seat.
- Ananda Sweet, member of the Santa Rosa Chamber, applied for a Business seat.

Scott Kincaid made a motion to approve David Wayte to fill the Department of Rehabilitation's Required Partner seat, and to approve Ananda Sweet to fill a Business seat on the Workforce Investment Board. Robin Bartholow seconded the motion. All approved (Kristyn Byrne, Robin Bartholow, Judy Coffey, Scott Kincaid, and Bill Nordskog). There were no "nay" votes and no abstentions.

Action: Katie will inform Ananda Sweet and David Wayte their WIB membership applications were approved by the WIB Executive Committee, and that their applications will be taken before the Board of Supervisors for final approval. They are welcome to attend the WIB meetings as a member of the public until that time.

B. **Job Link Steering Committee Chair**

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Kristyn Byrne asked for nominations for the position of the Job Link Steering Committee Chair to replace her as she steps into the role of WIB Chair. The Job Link Steering Committee (JLSC) currently meets immediately before the quarterly WIB meetings. The Committee oversees Job Link and is made up of leadership from the community agencies involved in the delivery of services. Interested parties are invited to attend the JLSC strategic planning meeting planned for September 20. Robin will consider the role. There were no official nominations at this time. The committee discussed requesting a nomination for the WIB Chair-Elect. Staff calendared this discussion for one year into the current Chair's tenure.

Robin Bartholow departed.

C. Other

Bill announced that he is leaving the United Way Board but still has interest in serving on the WIB. It was determined that he will fill an "Additional Members" seat as the Executive Committee values his contributions to the WIB due and his commitment to the community, particularly to youth.

V. Youth Program

A. Youth Committee Update

Stephen reported there had been duplication of efforts concerns regarding the work of the Youth Committee by other youth focused groups in Sonoma County, so staff are reaching out regarding Cradle to Career Goal 3: "Every young adult is prepared for and completes the highest level of postsecondary education or training to achieve their career goals" to see if there is a place for us there or if this is a goal that we can take on. He and staff will also be looking into how we can work with similar groups, including Heath Action, the Violence Prevention Initiative, and Upstream Investments.

B. Career Pathways Pilot Program Update

The proposed pilot career pathway cohort program for youth that partners with the Sonoma County Water Agency was approved by the Board of Supervisors on Tuesday.

As it was near 5:00 pm at this point Kristyn asked the group if the meeting could be extended 10 minutes. The group agreed to continue the meeting.

VI. Economic Development Board Events

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A. Fall Economic Forecast Breakfast with Dr. Chris Thornberg

Katie invited the WIB Executive Committee to sit at the WIB sponsored table at the Fall Economic Forecast Breakfast. Kristyn and Scott confirmed they will be at the WIB table. Stephen will attend at a different table. Bill will not attend this year.

Action: Judy will send out an email invitation to the WIB Executive Committee.

Action: Kristyn will work with Katie on invitations for any vacant seats at the table.

B. Spirit of Sonoma Nomination

The Committee discussed nominees for the 2017 Spirit of Sonoma award.

Kristyn Byrne made a motion to nominate Al Lerma of the Economic Development Board to receive the 2017 Spirit of Sonoma Award. Scott Kincaid seconded the motion. All approved (Kristyn Byrne, Judy Coffey, Stephen Jackson, Scott Kincaid, and Bill Nordskog). There were no “nay” votes or abstentions. The motion carried.

Judy Coffey departed.

VII. Plan November WIB Meeting Agenda

Discussed items for the November WIB Agenda included the following:

- Brown Act training.
- Introduction to WIB goals and Strategic Meeting.
- Review SCYEC Program evaluation.
- Youth Committee strategy/goal changes.
- Review Workforce report done by the interns.
- Anticipated WIB bylaw updates.

VIII. WIB Executive and WIB Meetings

October 11, 2017	Executive Session:	4:00 pm to 5:00 pm
	Location:	Santa Rosa Room
November 8, 2017	Full Session:	3:00 pm to 5:00 pm
	Location:	Santa Rosa Room

IX. Adjourn

The meeting was adjourned at 5:15 p.m.

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