

**Workforce Investment Board  
Executive Committee  
Minutes of December 13, 2017**

**Members Present:** Robin Bartholow and Stephen Jackson  
**Members Called In:** Kristyn Byrne  
**Notified Absence:** Ed Barr, Judy Coffey, Steve Herron, Roy Hurd, Scott Kincaid, Bill Nordskog and Chris Snyder  
**Staff:** Katie Greaves, Patricia Andrews, Jessica Taylor, Cristin Tuider, and Judy Oates

**I. Public Comment**

None.

**II. Approval of Minutes of October 25, 2017**

Due to lack of a quorum, approval of the October minutes will be moved to the next meeting.

**III. Job Link Update**

A. Temporary Suspension of Job Link Steering Committee

Discussed temporarily suspending the regular meetings of the Job Link Steering Committee until staff knows the outcome of the grant requests.

**Action:** Staff will verify if the WIB Executive Committee needs to make an official motion to temporarily suspend the Job Link Steering Committee meetings. If no motion is needed, the committee will be suspended. If a motion is needed, the item will be brought to the next WIB Executive Committee meeting.

**IV. WIB Business**

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

*Held over until there is a quorum to discuss.*

B. Update On Grant Opportunities

i. WIOA Assistance - Clarification of Vote On WIOA Assistance Grant

*Held over until there is a quorum to discuss.*

ii. La Cooperativa

Katie met with Paul Castro of California Human Development (CHD) and Marco Lizarraga at La Cooperativa to discuss the initial list of worksites. Crew work will begin in January for these temporary job opportunities through the federally funded program. Staff will be linking Sonoma County Youth Ecology Corps workers into the program, as appropriate. Stephen Jackson offered to reach out to various schools for their clean up needs.

**Action:** Jessica will offer CHD an opportunity to have staff on site at the One-Stop.

**Action:** Katie will copy Kristyn on her follow up email to CHD and La Cooperativa and include the detailed list of public lands and schools to be prioritized.

iii. Ideas on Data Reports for WIB Regarding Grant Activities

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

by calling (707) 565-8504.

*Held over until there is a quorum to discuss.*

C. Regional Activities

i. NBEC Slingshot

NBEC Slingshot grant will expire at the end of March 2018. Sonoma County is working with Solano and the Workforce Alliance North Bay to secure a new \$550,000 eighteen month grant starting January 2018. This time Sonoma County will be the fiscal agent for the region.

D. Membership Updates

Katie shared that Amy Crabb will be moving from the area and therefore resigning from the WIB. We have some people expressing interest in WIB membership but have not received any applications.

**Action:** Katie will find out who will be Amy's successor at the Sonoma County Lodging Association and give that information to Kristyn so she can reach out to see if they have an interest in joining the WIB.

**Action:** Kristyn will follow up with the other interested parties and encourage them to complete an application.

E. WIB 2018 – Strategic Planning and Training

Discussed the need for Strategic Planning for the WIB with the “new normal” and our focus going forward. Katie and Kristyn will plan an event in the spring so that there will be more information about the recovery to work with at the meeting. Staff will get information about how sectors were impacted for reports.

***Robin departed the meeting.***

**Action:** It was decided the next meeting will be a little longer to allow time to discuss what we want to accomplish at the Strategic Meeting.

V. **WIB Oversight**

A. Cost Sharing MOUs

Katie reported the MOUs are two thirds executed.

B. Employment Development Department Program Monitoring

Katie reported there were no findings to report from the youth program monitoring.

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

January 10, 2018	Executive Session:	4:00 pm to 5:00 pm
	Location:	Santa Rosa Room
February 14, 2018	Full Session:	3:00 pm to 5:00 pm
	Location:	Santa Rosa Room

The January meeting will be 15 minutes longer than usual to allow for discussion, which will be time limited. Possible agenda items include:

- Minute Review
- Grants

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- Strategic Planning
- WIB Oversight

**Action:** Kristyn and Katie will meet off-line to discuss the Strategic Planning update for the January WIB Executive Committee agenda.

**VII. Adjourn**

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