

**Workforce Investment Board**

**Executive Committee**

**Minutes of March 14, 2018**

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

**I. Public Comment**

None.

**II. Approval of Minutes of January 10, 2018 and Review Action Items**

Motion to approve minutes from January 10, 2018: Scott Kincaid /s/ Judy Coffey. All approved (*Kristyn Byrne, Judy Coffey, Scott Kincaid, Bill Nordskog, and Chris Snyder*). There were no “nay” votes or abstentions. The motion carried.

All actions from previous minutes have been completed.

**III. Membership**

The group reviewed and discussed the WIB Membership Applications from Anita Maldonado, the CEO of California Human Development, and Dr. Susan Cooper of Community Action Partnership of Sonoma County. Ms. Maldonado would fill a Workforce seat. Dr. Cooper would fill a Business seat. Members reviewed the composition of the WIB, including the need to recruit for a Business seat, particularly in the Hospitality or Agriculture Sector. It was noted Debbie Antonsen, who holds the EDD seat, will be leaving. Staff will reach out for a new EDD representative. It was suggested that the Board recruit someone to fill the Housing seat. Committee members will consider reaching out to someone at Burbank Housing.

Motion to approve WIB membership for Anita Maldonado and Dr. Susan Cooper: Scott Kincaid /s/ Bill Nordskog. All approved (*Kristyn Byrne, Judy Coffey, Scott Kincaid, Bill Nordskog, and Chris Snyder*). There were no “nay” votes or abstentions. The motion carried.

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#### IV. WIB Business

##### A. Debrief February 14 WIB Meeting

###### i. WIB Letter of Support to City of Santa Rosa for Workforce Housing

Scott updated the Committee on the letter to the City from the Sonoma County Alliance regarding the zoning changes in support of housing. The Committee determined that the WIB should send a letter to the City in support of the Alliance's recommendations.

Motion to have staff draft a letter to the City of Santa Rosa for workforce housing similar to the letter sent by the Sonoma County Alliance to be signed by Katie Greaves and Kristyn Byrne: Judy Coffey /s/ Scott Kincaid. All approved (*Kristyn Byrne, Judy Coffey, Scott Kincaid, Bill Nordskog, and Chris Snyder*). There were no "nay" votes or abstentions. The motion carried.

###### ii. Board Goals

The Committee provided feedback to the Board goals, including additional verbiage under Technology and Convene, and the use of data for decision-making purposes.

Staff will work on metrics, including baseline and target data, particularly around the Additional Assistance grant. The Board Goals will be brought to the May WIB meeting for approval.

##### B. Update On Grant Opportunities

###### i. Vote to accept Additional Assistance Grant

The Board of Supervisors accepted the grant. The WIB needs to formally vote to accept it as well.

Motion to accept the Additional Assistance Grant: Scott Kincaid /s/ Judy Coffey. All approved (*Kristyn Byrne, Judy Coffey, Scott Kincaid, Bill Nordskog, and Chris Snyder*).

There were no "nay" votes or abstentions. The motion carried.

###### ii. Letter of Support for Economic Development Board for Economic Development Administration Grant

The EDB is after a grant for \$2-8M to build or develop an existing facility for a regional training center to provide training to those going into the trades. The Committee shared their enthusiasm for the training center.

Motion to approve the Letter of Support for the EDB to apply for the EDA grant: Scott Kincaid /s/ Judy Coffey. All approved (*Kristyn Byrne, Judy Coffey, Scott Kincaid, Bill Nordskog, and Chris Snyder*). There were no “nay” votes or abstentions. The motion carried.

C. Youth Program Changes

i. Work Experience Policy (WEX)

The Youth Work Experience Policy was updated to comply with new directives from the state, including clarification on some of the incentives available to youth. The Committee requested information going forward on the use of incentives by youth in the program.

Motion to approve the updated WEX Policy: Bill Nordskog /s/ Kristyn Byrne. All approved (*Kristyn Byrne, Judy Coffey, Scott Kincaid, Bill Nordskog, and Chris Snyder*). There were no “nay” votes or abstentions. The motion carried.

ii. Youth Eligibility

The Youth Eligibility Policy was updated to comply with new directives from the state.

Staff also explained that youth that complete the temporary Sonoma County Youth Ecology Corps will qualify as Dislocated Workers and will be eligible for services under the Additional Assistance grant.

Motion to approve the updated Youth Eligibility Policy: Scott Kincaid /s/ Judy Coffey. All approved (*Kristyn Byrne, Judy Coffey, Scott Kincaid, Bill Nordskog, and Chris Snyder*).

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

D. Youth Friendly Business Recognition Program

Joey’s Pizza and West County Martial Arts will be recognized at the next full WIB meeting as the first employers to be nominated and receive the Youth Friendly Business Recognition Award. They will also be recognized by the State Board of Equalization for their contributions to youth service and employment. There are several new nominations that may receive recognition soon.

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**V. WIB Oversight**

**A. Equal Employment Opportunity Office Compliance Monitoring Review**

Katie shared the positive review Patti Andrews received from the Equal Employment Opportunity Office Compliance Monitoring. She acknowledged Patti's work on this as it is rare to receive such a positive, glowing review on these audits.

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

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

**VII. Adjourn**

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