

**Workforce Investment Board**  
**Executive Committee**  
**Minutes of September 12, 2018**

**Members Present:** Robin Bartholow, Scott Kincaid, and Stephen Jackson  
**Members Called In:** Ed Barr, Kristyn Byrne, Steve Herron, and Roy Hurd  
**Notified Absence:** Judy Coffey and Chris Snyder  
**Staff:** Katie Greaves, Cristin Tuidier, Jessica Taylor, and Judy Oates  
**Guest:** Tim Renaga

**I. Public Comment**

None.

**II. Approval of Minutes of April 11, 2018; June 13; July 11; and Review Action Items**

**Motion to approve Minutes of April 11, 2018; June 13; and July 11: Scott Kincaid /s/ Robin Bartholow.** All approved (Kristyn Byrne, Ed Barr, Steve Herron, Roy Hurd, and Scott Kincaid). There were no “nay” votes. Robin Bartholow and Stephen Jackson abstained. The motion carried. All actions from previous minutes have been completed.

**III. WIB Business**

**A. WIB Membership**

The committee reviewed and discussed applications from Nancy Emanuele, Principal of Petaluma Adult School, and David Tam of the Employment Development Department. Nancy will serve in the Education and Training seat vacated by Carol Waxman. David Tam will serve in the required Wagner-Peyser seat vacated by Debbie Antonsen.

**Motion to approve Nancy Emanuele and David Tam’s WIB member applications: Scott Kincaid /s/ Robin Bartholow.** All approved (Kristyn Byrne, Ed Barr, Robin Bartholow, Steve Herron, Roy Hurd, Stephen Jackson, and Scott Kincaid). There were no “nay” votes and no abstentions. The motion carried.

1) Attendance

Auxiliary aids, services, and versions are available to individuals with disabilities upon request by calling (707) 565-8504.

Discussed committee member absences over the past year and how to encourage attendance. It was decided the Chair and Director will reach out to members with chronic absences to verify their continued interest.

**Action:** Katie and Kristyn will meet to decide which members they want to contact about attendance.

**Action:** Attendance will be brought to the full WIB meeting for discussion.

B. Nominate Chair Elect

Discussed who would be a good candidate for Chair-Elect.

**Action:** Kristyn will reach out to Ananda Sweet to see if she would be interested and available to be the next Chair –Elect and email the response to the committee. If she is not interested, this item will be brought to the full WIB.

C. Spirit of Sonoma Nomination

Discussed possible candidates from the WIB.

**Motion to nominate Yale Abrams for this year’s Spirit of Sonoma Award: Robin Bartholow /s/ Scott Kincaid.** All approved (Kristyn Byrne, Ed Barr, Robin Bartholow, Steve Herron, Roy Hurd, Stephen Jackson, and Scott Kincaid). There were no “nay” votes and no abstentions. The motion carried.

**Action:** Kristyn will reach out to Yale to inform him that he will be honored this year. Staff will get required paperwork and information to the Economic Development Board.

*Robin Bartholow exited the meeting.*

D. Job Link Steering Committee

The Job Seeker Services Group made up of the Partner Staff meets regularly to discuss operational matters at the America’s Job Center of California (AJCC). It is recommended that the Job Link Steering Committee be disbanded at this time and that AJCC updates be built into the WIB Agenda. Partner staff will also be invited to attend WIB meetings.

**Motion to approve disbanding the Job Link Steering Committee: Steve Herron /s/ Robin Bartholow.** All approved (Kristyn Byrne, Ed Barr, Robin Bartholow, Steve Herron, Roy Hurd, Stephen Jackson, and Scott Kincaid). There were no “nay” votes and no abstentions. The motion carried.

Auxiliary aids, services, and versions are available to individuals with disabilities upon request by calling (707) 565-8504.

**Action:** Patricia Andrews will reach out to Partner Staff and encourage them to attend future WIB meeting.

E. Board Goals and Agenda Structure / Next Steps

Katie shared an example of an agenda that would embed the WIB goals and organize/ maximize the WIB's actions to reach the goals. There was discussion and additional suggestions including:

- The possibility of reinvigorating the work of the WIB using this type of agenda, providing an opportunity to do more than just provide updates on the goals.
- Spending more time at the WIB Executive Committee meetings setting the full WIB agenda with items that help us reach our goals.
- Using this style of agenda for the next WIB Executive Committee meetings as a test environment, then start using it for the four full WIB meetings starting in 2019.
- Scheduling a Strategic Planning Meeting to discuss agenda, meeting format, information flow, and a more in depth look at data reports.
- Flipping Goals 4 and 5.

**Action:** Katie, Kristyn, and Stephen will meet to plan a possible Strategic Planning/Dialog day for the WIB.

At 5:00 pm Kristyn asked the group to extend the meeting an additional 10 minutes.

**IV. WIB Oversight**

A. Youth Program

1) Career Pathway Pilot Program

The Career Pathway Pilot Program is showing positive outcomes and staff would like to make it a permanent program.

**Motion to approve moving the Career Pathway Program out of the pilot phase and making it a permanent program: Scott Kincaid /s/ Stephen Jackson.** All approved (Kristyn Byrne, Ed Barr, Robin Bartholow, Steve Herron, Roy Hurd, Stephen Jackson, and Scott Kincaid). There were no “nay” votes and no abstentions. The motion carried.

2) Trades Induction Program (TIP) Proposals

Auxiliary aids, services, and versions are available to individuals with disabilities upon request by calling (707) 565-8504.

Staff followed up with Frank Cuneo who asked about WIB funding for the TIP program. He was given suggestions on how to include activities eligible for WIOA funding.

## V. Regional Business

### A. NBEC Update

The North Bay Employment Group (NBEC) is a state-required regional consortium comprised of Sonoma, Solano, and the Workforce Alliance of the North Bay (Lake, Marin, Mendocino, and Napa Counties). Sonoma County HSD is the fiscal agent. NBEC has three goals:

- 1) NBEC Governance. *Complete.*
- 2) Funding each board's business service infrastructures. *In progress.*
- 3) Industry Innovation. *In progress.*

We had seven proposals submitted for funding and are in negotiations regarding three of them. Two are in Napa and one is in Sonoma County. Announcements will be made once negotiations are complete.

Staff is waiting for state approval to buy a subscription for software that will provide the workforce reports we need. Tim reported that he has recommended approval and is waiting on internal review.

*At 5:10 pm Kristyn asked the group to continue an additional 5 minutes.*

## VI. Opportunities to engage Employers and Convene, Broker & Leverage Resources

### A. Sector Strategy Training with Social Policy Research Associates – Santa Rosa, January

Staff gauged interest in Sector Strategy training for the WIB. Members were interested in attending the training.

**Action:** Staff will arrange for Sector Strategy Training at the WIB office in January.

### B. California Economic Summit -- Santa Rosa, November 15 - 16

The Summit Champions Initiative is aimed at advancing economic growth, ensuring environmental quality, and providing opportunity. Katie and Jennifer Hayworth will be attending this year and WIB Executive Committee members are encouraged to attend.

### C. Economic Development Board Fall Economic Forecast -- Rohnert Park, October 5

Dr. Thornberg of Beacon Economics will present his forecast for the Sonoma County economy.

Auxiliary aids, services, and versions are available to individuals with disabilities upon request by calling (707) 565-8504.

Katie asked who would like to attend. Roy and Kristyn indicated they would like to attend.

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

October 10, 2018 Executive Session: 4:00 pm to 5:00 pm Location: Bodega Room

November 14, 2018 Full Session: 3:00 pm to 5:00 pm Location: Santa Rosa Room

**VIII. Adjourn**

The meeting was adjourned at 5:17 p.m.

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

by calling (707) 565-8504.