

SONOMA COUNTY
 **WORKFORCE
INVESTMENT BOARD**

www.sonomawib.org

**Executive Committee
Notice of Meeting & Agenda
January 9, 2019
4:00 p.m. – 5:00 p.m.**

2227 Capricorn Way, Santa Rosa
Bodega Room
**Conference Call Number: (707) 565-5210
Access Code: 994 250 842**

***Vote Required**

- I. **Public Comment**
- II. **Approve Minutes of December 12, 2018 and Review Action Items** **(Action)**
- III. **WIB Business** **(Action/Discussion)**
 - A. Membership
 - B. Invitation to State of the County
 - C. Sector Strategy Training
 - D. Strategic Planning
 - E. Operations Update: One Stop Operator RFP / Job Link Remodel
 - F. *Attendance / Vote by Proxy*
 - G. Set February WIB Meeting Agenda
- IV. **Upcoming WIB Executive Committee Meetings and WIB Meetings**

February 13, 2019	Full Session:	3:00 pm to 5:00 pm
	Location:	Santa Rosa Room
March 13, 2019	WIBE Session:	4:00 pm to 5:00 pm
	Location:	Bodega Room
- V. **Adjourn**

Open Meetings: *Except as expressly authorized under the Brown Act, all meetings are open to attendance by interested members of the public.*

*If WIB members are **unable to attend**, please **call (707)565-8500 prior to the meeting** to leave a message stating you are unavailable.*

Meeting Materials: *Materials related to an item on this Agenda submitted to the WIB after distribution of the agenda packet are available for public inspection in the WIB Administrative Office at 2227 Capricorn Way, Suite 100, Santa Rosa during normal business hours.*

Accommodation: *If you have a disability which requires the agenda materials to be in an alternative format or requires an interpreter or other person to assist you while attending this meeting, please call (707) 565-8504 at least 72 hours prior to the meeting, to facilitate arrangements for accommodation.*

Workforce Investment Board
Executive Committee
Minutes of December 12, 2018

Members Present: Ananda Sweet

Members Called In: Kristyn Byrne, Judy Coffey, Roy Hurd, Scott Kincaid, and Chris Snyder

Notified Absence: Ed Barr, Robin Bartholow, Steve Herron, and Stephen Jackson

Staff: Katie Greaves, Cristin Tuidor, Patricia Andrews, Jessica Taylor, and Judy Oates

I. Public Comment

None.

II. Approval of Minutes of October 10, 2018; and Review Action Items

Motion to approve Minutes of October 10: Roy Hurd /s/ Scott Kincaid. All approved (Kristyn Byrne, Judy Coffey, Roy Hurd, Scott Kincaid and Chris Snyder). There were no “nay” votes. Ananda Sweet abstained. The motion carried.

Reviewed action items from previous meeting.

- ***Katie and Kristyn will meet to decide which members they want to contact about attendance.***
Katie and Kristyn will reach out to members they feel have excessive absences.
- ***Attendance will be brought to the full WIB meeting for discussion.*** Complete
- ***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.*** Complete
- ***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.*** Complete
- ***Patricia will encourage Partner Staff them to attend WIB meetings.*** Complete
- ***Katie, Kristyn, and Stephen will plan a Strategic Planning/Dialogue day for the WIB.*** A date will be set by the end of the year.
- ***Staff will send a follow up email to the WIB Executive Committee inviting them to the Spirit of Sonoma Luncheon in December.*** Complete

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- **Staff will send out an email to the WIB Executive Committee about the Sector Strategy Training when more information is available.** Complete
- **Patti will report on the results of the monitoring of the Adult and Dislocated Worker program.** Complete

For the November WIB Meeting

- **Kristyn and Katie will meet about what action they want from this attendance discussion before the November meeting.** Complete
- **The Sonoma County Water Agency’s video of one of the CPP Interns will be shown at the next WIB meeting.** Complete
- **Crissy will copy Kristyn on her email when she reaches out to Al Lerma to ask for a handout or slide highlighting three take a ways from the Economic Forecast.** Complete

III. WIB Business

A. Membership

Discussed the application of Vicki Parker, Community Development direct of the City of Cotati. **Motion to approve Ananda Sweet as the Chair-Elect: Scott Kincaid /s/ Ananda Sweet.** All approved (Kristyn Byrne, Judy Coffey, Roy Hurd, Scott Kincaid and Chris Snyder). There were no “nay” votes. There were no abstentions. The motion carried.

B. Invitation to Spirit of Sonoma Lunch

WIB Executive Committee members and staff will attend the Spirit of Sonoma Luncheon on December 14 where WIB member Yale Abrams will be recognized.

C. 2019 State of the County

The 2019 State of the County will be held on February 1, at 7:30 am at the DoubleTree Hotel in Rohnert Park.

Action: Staff will send WIB Executive Committee members an email invitation to the 2019 State of the County breakfast.

D. Sector Strategy Training

Training will be held at the WIB office on January 29, 2019 from 8:30 am to 12:30 pm. The training will be provided by SPR and entails industry sectors and apprenticeship models that

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would be effective in our area. Staff from neighboring WIBs and partner agencies will also be invited. Ananda will share the invitation with Santa Rosa Metro Chamber members.

E. Attendance / Vote By Proxy / Meeting Frequency

Followed up on discussion of these items at November full WIB meeting.

Discussed proxy voting options.

Action: Crissy to follow up with County Counsel on the following questions.

- 1) Can we allow members to vote by proxy or send their vote with explanation to the WIB Director in advance of the meeting?
- 2) Are there any restrictions to voting by proxy? Is there a limit to the number of times a member can defer to a proxy? Is it a requirement that a proxy be set up at the beginning of each year?

Discussed moving from quarterly to every other month WIB meetings.

Action: Staff will schedule the 2019 WIB meetings every other month beginning in May. We will keep the quarter meeting dates of January and May.

Discussed how to address attendance issues and determined that up to three absences would be allowed for the full WIB meetings.

Action: Kristyn and Katie will edit the bylaws to include vote by proxy language as allowable per County Counsel and to change the attendance requirement. These changes will be brought back to the WIB Executive Committee.

WIB Goals: Short Term

Recovery Goals

- F. **#1: Assist recovery through workforce development for adults interested in the building & trades and dislocated workers interested in any field.**

There were no updates.

- G. **#2: Assist recovery through ongoing engagement with businesses to deliver customized services aimed at promoting growth.**

There were no updates.

Board Goals

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H. **#3: Support youth development through refinement & expansion of work-based learning models embedded in the SCYEC.**

Committee determined that the Career Pathway Program was meeting this need rather than the Youth Friendly Business Program.

I. **#4: Use data on regional workforce trends to prepare for opportunities to pivot.**

There were no updates

J. **#5: Utilize WIB meetings and WIB members to leverage industry expertise and to extend the reach of WIB efforts.**

Committee determined that the Youth Friendly Business Program was not meeting this need and the program was ended.

IV. WIB Goals: Long-Term

A. Convene, Broker & Leverage Resources

1) Local Plan Update

Crissy reminded Committee members of the Community Listening Session scheduled for December 18 from 4:30 to 5:30. She also reminded them that the WIB would be holding a public hearing, most likely at the February meeting, during the public comment period. She reported that the Local Plan Update included the WIB's response to the 2017 wildfires and that the Board should be proud of the work it's done over the past year in response to the needs of our community.

2) 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).

a. Industry Innovation Fund

No update.

b. Prison to Employment Planning Grant

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Katie reminded the Committee that the Regional Plan Update is being conducted by Resource Development Associates and that it will inform the Prison to Employment grant application.

c. Regional Plan Update

Katie announced that the Regional Plan Community Listening Session will be held on December 18 from 6:00 pm to 7:30 pm.

B. *Engage Employers*

Meeting was adjourned before these topics were discussed.

C. *Develop Career Pathways*

Meeting was adjourned before these topics were discussed.

D. *Effective Use of Technology*

Meeting was adjourned before these topics were discussed.

V. Upcoming WIB Executive Committee Meetings and WIB Meetings

January 9, 2019	Executive Session:	4:00 pm to 5:00 pm	Location: Bodega Room
February 13, 2019	Full Session:	3:00 pm to 5:00 pm	Location: Santa Rosa Room
March 13, 2019	Executive Session:	4:00 pm to 5:00 pm	Location: Bodega Room
April 10, 2019	Executive Session:	4:00 pm to 5:00 pm	Location: Bodega Room
May 8, 2019	Full Session:	3:00 pm to 5:00 pm	Location: Santa Rosa Room
June 12, 2019	Executive Session:	4:00 pm to 5:00 pm	Location: Bodega Room
July 10, 2019	Full Session:	3:00 pm to 5:00 pm	Location: Santa Rosa Room
August 14, 2019	Executive Session:	4:00 pm to 5:00 pm	Location: Bodega Room
September 11, 2019	Full Session:	3:00 pm to 5:00 pm	Location: Santa Rosa Room
October 9, 2019	Executive Session:	4:00 pm to 5:00 pm	Location: Bodega Room
November 13, 2019	Full Session:	3:00 pm to 5:00 pm	Location: Santa Rosa Room
December 11, 2019	Executive Session:	4:00 pm to 5:00 pm	Location: Bodega Room

VI. Adjourn

The meeting was adjourned at 5:01 p.m.

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Sonoma County WIB Bylaws – Attendance and Proxy

Current Policy

A. ATTENDANCE

Members shall attend meetings of the WIB and of committees to which they are appointed. The Executive Committee shall routinely review member attendance. WIB members must not miss more than two (2) consecutive regular full WIB meetings without notification or more than three (3) consecutive regular standing committee meetings without notification. A member may take a leave of absence for a specified time period by submitting a request in writing to the WIB Chair. The member may designate a proxy; the proxy may attend on the behalf of the WIB member but shall not have voting privileges. The proxy shall be approved by the WIB Executive Committee.

Proposed Policy:

A. ATTENDANCE

Members shall attend meetings of the WIB and of committees to which they are appointed. For each member's term of service to the WIB, he/she shall designate a proxy to attend meetings in the unexpected or unavoidable absence of the seated member. The proxy will participate as a voting member and shall formally represent the same sector or seat occupied by the seated member. Proxy designations will be reviewed by the Executive Committee. If a new proxy needs to be designated during the member's term, the member shall make the request in writing to the Chair.

The Executive Committee shall routinely review member attendance. WIB members who miss more than two (2) consecutive regular WIB meetings will prompt an Executive Committee membership review and possible action. A leave of absence for a specified time period may be requested in writing to the WIB Chair, and will be evaluated on a case-by-case-basis by the Executive Committee.