

Workforce Investment Board

Executive Committee

Minutes of January 9, 2019

Members Present: Kristyn Byrne and Stephen Jackson

Members Called In: Ed Barr, Robin Bartholow, Judy Coffey, Steve Herron, and Scott Kincaid

Notified Absence: Roy Hurd and Ananda Sweet

Absent: Chris Snyder

Staff: Katie Greaves, Cristin Tuidier, Patricia Andrews, and Judy Oates

Public Present: Tim Reynaga

I. Public Comment

None.

II. Approval of Minutes of December 12, 2018; and Review Action Items

The sentence in item #3 Membership was corrected to “Motion to approve the WIB application for Vicki Parker” from “Motion to approve Ananda Sweet as the Chair-Elect”.

Motion to approve Minutes of December 12, 2018 with noted corrections: Judy Coffey /s/ Steve

Herron. All approved (Kristyn Byrne, Ed Barr, Robin Bartholow, Judy Coffey, Steve Herron, and Scott Kincaid). There were no “nay” votes. Stephen Jackson abstained. The motion carried.

Reviewed action items from previous meeting. All are complete.

- Staff will send WIB Executive Committee members an email invitation to the 2019 State of the County breakfast. *Complete.*
- Crissy to follow up with County Counsel on proxy voting questions. *Complete.*
- Staff will schedule the 2019 WIB meetings every other month beginning in May. We will keep the quarter meeting dates of January and May. *Complete.*
- 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. *Complete.*

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III. WIB Business

A. Membership

Vicki Parker, Community Development Director of the City of Cotati, who was approved for WIB membership at the December 2018 meeting has accepted a position in a city in another county and has withdrawn her application for membership.

B. Invitation to 2019 State of the County

WIB Executive Committee members are invited to attend Sonoma County Economic Development Board's 2019 State of the County Annual Report to the Community and Breakfast. Please reach out to Judy Oates by January 17 to reserve your seat.

C. Sector Strategy Training

Training that entails industry sectors and apprenticeship models that would be effective in our area will be provided at the WIB office on Tuesday, January 29, 2019 from 8:30 am to 12:30 pm. Staff from neighboring WIBs and partner agencies have also been invited. Kristyn encouraged WIB members to attend.

D. Strategic Planning

Kristyn reported that she, Katie, and Stephen met to discuss a WIB Strategic Planning Meeting, to include the following:

- 1) A primer on the work of the WIB under WIOA.
- 2) Discussion of the current economic situation in the county and what short term goals the WIB would like to set.
- 3) Discussion of long-term WIB goals.

Group discussion ensued and ideas were brainstormed. It was decided the WIB Executive Committee will do the heavy lifting regarding reviewing and setting goals and take concise planning suggestions to the full WIB for additional input.

Action: Staff will schedule the next WIB Executive Committee meeting on March 13 to run from 3:00 pm to 5:30 pm to allow for planning discussions.

Action: Robin will see if the conference room at the Builder's Exchange is available for the group to use.

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Action: Staff will gather funding information and examples of previous projects.

Action: Tim Reynaga, the WIB's EDD Regional Advisor, will be asked for examples of projects WIBs in other counties are working on.

E. Operations Update: One Stop Operator RFP – Job Link Remodel

Staff shared that there will be a procurement in February/March 2019 for a One-Stop Operator.

If we receive multiple applications for the One Stop Operator members of the WIB Executive Committee will be asked to take part in the application proposal review.

The Job Link remodel to make the office more friendly and efficient is underway and construction will continue through March. Patti led discussion of the work-arounds that are in place to allow us to continue to serve clients during this time.

F. Attendance / Vote By Proxy

Members reviewed the draft policy change which included 1) members naming a proxy for meetings they are unable to attend, and 2) a review of attendance requirements.

Motion to approve updating the WIB Bylaws Attendance Policy to 1) include use of Proxys at meeting, and 2) a review and possible action by the WIB Executive Committee of WIB members who miss more than two consecutive meetings. Steve Herron /s/ Stephen Jackson.

All approved (Kristyn Byrne, Ed Barr, Robin Bartholow, Judy Coffey, Steve Herron, Stephen Jackson, and Scott Kincaid). There were no “nay” votes and no abstentions. The motion carried.

IV. Set February WIB Meeting Agenda

The following items were listed to be included on the February WIB agenda.

- Youth Friendly Business Recognition: The Raven
- Portrait Of A Sonoma County Graduate Presentation – CTE Foundation
- 2019 700 Forms
- Day at the Capitol in March
- Regional and Local Plan Public Hearing
- Attendance and Vote by Proxy
- 2019 Meeting Schedule
- Industry Update

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- Dashboard

Next Meeting Dates:

February 13, 2019	Full Session:	3:00 pm to 5:00 pm
	Location:	Santa Rosa Room
March 13, 2019	WIBE Session:	3:00 pm to 5:30 pm
	Location:	TBD

V. Adjourn

The meeting was adjourned at 5:00 p.m.