

Workforce Investment Board

Executive Committee

Minutes of May 8, 2019

- Members Present:** Kristyn Byrne, Ed Barr, Robin Bartholow Judy Coffey, Stephen Jackson, and Ananda Sweet
- Members Called In:** Chris Snyder
- Absent:** Steve Herron, Roy Hurd, and Scott Kincaid
- Staff:** Katie Greaves, Cristin Tuidor, Jessica Taylor, Diego Fernandez-Pages, Christopher Dolan, and Judy Oates

I. Public Comment

None.

II. Approval of Minutes of April 10, 2019; and Review Action Items

All action items listed in the minutes were completed or are scheduled to be completed.

- Staff sent out a reminder message for the Spring Economic Forecast breakfast.
- Staff is reporting on the One Stop Operator progress at the May WIBE and full WIB meetings.
- Staff will reviewed attachments from the last two WIB Executive Committee meetings to summarize information to share with the WIB and sent it out in advance of the meeting requesting members to review it before the May meeting.
- Staff will schedule a tour of the remodeled Job Link office when construction is complete.

Motion to approve Minutes of April 10, 2019: Ed Barr /s/ Judy Coffey. All approved (Kristyn Byrne, Ed Barr, Judy Coffey, Stephen Jackson, Chris Snyder, and Ananda Sweet). There were no “nay” votes. Robin Bartholow abstained. The motion carried.

III. WIB Business

A. Membership

Ananda reported she has reached out to Keysight Technologies to see if they would like to have a representative on the WIB Committee. They plan to have a representative apply.

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B. Operations Update

Due to the failed OSO procurement staff is determining whether to negotiate with an outside entity to provide these services or provide a staff person to act as the One Stop Operator (OSO).

Action: Staff will report on the One Stop Operator progress at the June meeting.

Staff completed paperwork to obtain Affiliate One Stop Certification with EDD for the site located at 606 Healdsburg Avenue and are waiting for the state board to schedule a site visit sometime before June 30.

Kristyn requested some additional reports for the June meeting and longer WIB Executive Committee meeting times before the full WIB meetings to allow for more robust discussions.

Action: Staff will report on the status of proxy submission at the June meeting.

Action: Staff will provide an updated attendance report at the June meeting.

Action: Staff will change the time of the WIB Executive Committee meetings that are on the same day as full WIB meeting to 2:00 pm - 2:45 pm.

IV. Strategic Planning

The Strategic Planning discussion at the WIB meeting will include an overview of the work of the WIB and it's funding, then staff will share the Guiding Star document on the work of Job Link, and discussion will begin following the presentation of the recommendation of the WIB Executive Committee. WIB members will be encouraged to participate in a discussion of what strategic direction the WIB will take going forward. The recommendation of the WIB Executive Committee includes more focused work for the members and subgroups, and there will be an option to continue the status quo.

V. Upcoming WIB Executive Committee Meetings and WIB Meetings

June 12, 2019	Executive Session:	4:00 pm to 5:00 pm	Location: Bodega Room
July 10, 2019	Executive Session:	2:00 pm to 2:45 pm	Location: Santa Rosa Room
July 10, 2019	Full Session:	3:00 pm to 5:00 pm	Location: Santa Rosa Room

VI. Adjourn

The meeting was adjourned at 2:28 p.m.

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