

**Workforce Investment Board**

**Executive Committee**

**Minutes of June 12, 2019**

**Members Present:** Kristyn Byrne and Ananda Sweet

**Members Called In:** Ed Barr, Judy Coffey, Steve Herron, and Roy Hurd

**Notified Absent:** Robin Bartholow and Scott Kincaid

**Absent:** Chris Snyder and Stephen Jackson

**Staff:** Cristin Tuider, Jessica Taylor, Patti Andrews, Diego Fernandez-Pages, Christopher Dolan, and Judy Oates

**I. Public Comment**

None.

**II. Approval of Minutes of May 8, 2019; and Review Action Items**

All action items listed in the minutes were completed.

- Staff provided an update on proxy submissions.
- Staff provided an updated attendance report.
- Staff updated the WIB Executive Committee meeting schedule.

**Motion to approve Minutes of May 8, 2019: Judy Coffey /s/ Roy Hurd.** All approved (Kristyn Byrne, Ed Barr, Judy Coffey, Steve Herron, Roy Hurd, and Ananda Sweet). There were no “nay” votes. There were no abstentions. The motion carried.

**III. WIB Business**

**A. Membership**

The committee reviewed the application received from Ethan Brown of the Economic Development Board.

**Motion to approve Ethan Brown’s application for Workforce Investment Board membership. Steve Herron /s/ Roy Hurd.** All approved (Kristyn Byrne, Ed Barr, Judy Coffey, Steve Herron,

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Roy Hurd, and Ananda Sweet). There were no “nay” votes. There were no abstentions. The motion carried.

**Action:** Staff will see that Ethan Brown’s Workforce Investment Board application is submitted to the Board of Supervisors for approval.

The committee reviewed and discussed the application received from Erin Carlson of Sunrise Senior Living of Petaluma. As she was not already acquainted with a member of the WIB or been to a meeting, it was decided the committee wanted to know more about her.

**Action:** Kristyn, Katie, or Ananda will reach out to Erin.

**Action:** Staff will bring Erin Carlson’s application to the next WIB Executive Committee meeting for review.

Ananda shared that a member of Keysight Technologies will be attending the next WIB meeting to learn more so they can encourage the appropriate member of their staff to apply.

WIB Executive Committee members who were waiting to reach out for recruitment until the WIB priorities were set were encouraged to go forward as the targeted industries of Healthcare, Construction and Hospitality for supported services has been approved.

#### B. Attendance Report

The Committee reviewed the Attendance Report.

**Action:** Staff will update the attendance report after each full WIB meeting to share at the WIB Executive Committee meeting that follows.

#### C. Proxy Report

The committee reviewed the current list of submitted proxy forms. All members are required to list a proxy which do not need to be approved by the Board of Supervisors. They will need to complete 700 forms and do an oath of office. A deadline of the September WIB meeting was set for proxy forms to be received.

**Action:** Staff will add the proxy form to the July WIB meeting to remind everyone they are due at the September WIB meeting.

**Action:** Staff will send out reminder emails to those that have not yet submitted proxy forms.

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#### D. Operations Update

The remodel of the One Stop Center is nearly complete. There is now a Skype room for interviews and a place to work on on-line applications. Staff is planning a tour of Job Link at the end of the next WIB meeting.

Due to the failed One Stop Operator procurement, staff has reached out to a local Agency that acts as the One Stop Operator for another WIB and is waiting on a response.

Crissy and Patti will represent the WIB at the Affiliate One Stop Certification Meeting with the State on June 19.

EDD is requesting the One Stop MOUs be renewed to get on their timeline. Staff is working to meet the deadline.

AB 1111 is a \$15M grant to break barriers to employment that offers supportive services to clients that are not usually eligible for other programs. Staff is meeting with Community Based Organizations (CBOs) that have expressed an interest in partnering with the WIB to apply. The CBOs will act as the fiscal lead. Letters of Intent to apply are due June 24 and we expect there will be a lot of competition for these funds across the state.

#### IV. Chair

Ananda Sweet is replacing Kristyn Byrne as the WIB Chair as of July 1.

#### V. Local/Regional Plans

The Local and Regional Workforce Investment Board Plans have been submitted for review and approval by the Board of Supervisors on July 9 as a consent item. Any and all members of the WIB are invited to attend the Board of Supervisors meeting.

#### VI. Strategic Planning

##### A. Priority Populations for Outreach

At the May WIB meeting members approved the targeting of Construction, Hospitality and Health Care industries for training and supportive services. They asked for more information before deciding on targeting priority populations for outreach. Crissy and the interns led a

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review of the populations being reviewed for priority outreach, emphasizing that none of the populations in the Guiding Star document would be turned away.

Criteria for priority included:

- Substantial/Growing Need
- Existing Partnerships
- Dedicated Funding Available
- “Shovel” Ready (things are in place for this to happen immediately)
- Existing Employer Partnerships

Crissy and the interns presented the outreach activities determined in the local plan for each of the priority populations that meet all five of the criteria: CalFresh Recipients, English Language Learners, and Justice involved Individuals.

**Motion to approve extending this meeting to 5:15 pm to continue discussion. Ananda Sweet /s/ Ed Barr.** All approved (Kristyn Byrne, Ed Barr, Judy Coffey, Steve Herron, Roy Hurd, and Ananda Sweet). There were no “nay” votes. There were no abstentions. The motion carried.

Kristyn cautioned we should have a way to share examples of outreach, possible metrics, and how they tie into the Upstream and/or Health Action goals.

**Action:** Crissy and the interns will update the PowerPoint presentation on priority populations to include points showing how serving these populations tie into the Upstream and/or Health Action goals at the beginning of the presentation. They will also include data we have from the Local and Regional Plans.

Discussed the timeline of these priorities taking effect for Job Link. Staff recommended a minimum of 18 months and encouraged two years.

**Action:** Staff will include a proposed timeline in the presentation to the WIB.

**Action:** Staff will add a call for members for business champions for each of the industries to the July agenda.

## VII. July WIB Meeting Agenda

July WIB Agenda Items include WIB Business, ELL Program Presentation, Strategic Planning for Priority Population Outreach, and Job Link Open House.

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

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
August 14, 2019	Executive Session:	4:00 pm to 5:00 pm	Location: Bodega Room
September 11, 2019	Executive Session:	2:00 pm to 2:45 pm	Location: Santa Rosa Room
September 11, 2019	Full Session:	3:00 pm to 5:00 pm	Location: Santa Rosa Room

**IX. Adjourn**

The meeting was adjourned at 5:20 p.m.

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