

## Workforce Investment Board

### Executive Committee

#### Minutes of July 10, 2019

**Members Present:** Ananda Sweet, Kristyn Byrne, Steve Herron, and Stephen Jackson

**Members Called In:** Judy Coffey

**Notified Absent:** Ed Barr, Robin Bartholow, Roy Hurd, and Scott Kincaid

**Absent:** Chris Snyder

**Staff:** Katie Greaves, Cristin Tuidier, Jessica Taylor, Patti Andrews, Christopher Dolan, and Judy Oates

#### I. Public Comment

None.

#### II. Approval of Minutes of June 12, 2019; and Review Action Items

All action items listed in the minutes were completed.

- Staff prepared Ethan Brown's application for submission to the Board of Supervisors.
- Kristyn called but was unable to connect with member candidate Erin Carlson.
- Staff included Erin Carlson's application in today's WIB Executive Committee agenda packet.
- Staff added Attendance Report as a standing item to the WIB Executive Committee agendas.
- Staff emailed the proxy form to WIB members with a due date of the September WIB meeting.
- Crissy and the Chris updated the WIB PowerPoint presentation on priority populations.
- Staff will share the need for business champions for each of the industries at the full meeting.

**Motion to approve Minutes of June 12, 2019: Steve Herron /s/ Judy Coffey.** Approved (Ananda Sweet, Kristyn Byrne, Judy Coffey, and Steve Herron. There were no "nay" votes. Stephen Jackson abstained. The motion carried.

#### III. WIB Business

A. Membership

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

Kristyn has not yet had an opportunity to speak with Erin Carlson of Sunrise Senior Living about being a WIB member so her application will remain on hold.

The committee reviewed the application received from Audra Verrier of Sonoma State University. She is seeking the seat recently vacated by Lynn Stauffer. Members discussed her qualifications.

**Motion to approve Audra Verrier's application for Workforce Investment Board membership. Steve Herron /s/ Stephen Jackson.** Approved (Ananda Sweet, Kristyn Byrne, Judy Coffey, and Steve Herron and Stephen Jackson. There were no "nay" votes. There were no abstentions. The motion carried.

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

Crissy shared that Steve Stobel who holds a Labor Seat on the WIB has retired and will be stepping down from the WIB soon. It was noted that Chris Snyder has been absent from several meetings and that his new position and schedule may not allow for him to attend WIB meetings. There was discussion on recruiting WIB members who represent Hospitality as that is one of the WIB's Priority Sectors.

**Action:** Staff will reach out to WIB Labor representatives to look for recommendations on a new person to represent Labor on the committee once Steve Stobel's formal resignation is received.

**Action:** Katie will reach out to Chris Snyder about his ability to attend WIB meetings.

**Action:** Staff will ask the full WIB for recommendations of hospitality representatives to recruit for WIB membership.

**Action:** Stephen Jackson will reach out to Steve Young at the Hyatt to see if he would be interested in applying to the WIB for membership.

## B. Attendance Report

The Committee requested that the WIB Attendance Report be reviewed at each meeting starting after the July 10, 2019 meeting.

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

**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. After discussion, several decisions were made:

- Staff will review submissions and bring any that may not be appropriate to the WIB Executive Committee for review.
- Changes to named proxies must be submitted in writing.
- New proxies can be sworn in before the start of a meeting and participate/vote at that meeting.
- Proxies for WIB Executive Committee members can attend and vote for the member they represent.
- Attendance reports will show if a member has missed two meetings even if his proxy has attended for him.

**IV. Local/Regional Plans**

The Local and Regional Workforce Investment Board Plans were reviewed and approved by the Board of Supervisors on July 9 and will be sent to the State by the end of July.

**V. Strategic Planning: Priority Populations for Outreach**

The Committee reviewed the information to be presented to the full WIB regarding Priority Populations. This is in response to the request for additional data to assist with narrowing the priority populations for outreach.

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

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

**VII. Adjourn**

The meeting was adjourned at 2:40 p.m.

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