

**Workforce Investment Board**  
**Executive Committee**  
**Minutes of December 11, 2019**

**Members Present:** Kristyn Byrne, Ed Barr, Judy Coffey, Celia King for Steve Herron, Stephen Jackson, and Scott Kincaid

**Absent:** Robin Bartholow, Steve Herron, Roy Hurd, Michael Pickens, and Ananda Sweet

**Staff:** Katie Greaves, Jessica Taylor, Sharona Elfus-Schatzkin, Min Hee Cho, and Judy Oates

**I. Public Comment**

None.

**II. Approval of Minutes of November 13, 2019; and Review Action Items**

Reviewed the minutes and action items of November 13.

**Motion to approve Minutes of November 13, 2019: Kristyn Byrne /s/ Scott Kincaid.** Approved (Ed Barr, Kristyn Byrne, Judy Coffey, Scott Kincaid, Celia King). There were no “nay” votes. Stephen Jackson abstained. The motion carried.

**III. WIB Business**

**A. Membership**

The members reviewed and discussed Brad Davis’s application to replace Jerry Miller on the WIB as he retires from the WIB and Santa Rosa Junior College.

**Motion to approve Brad Davis of as a member of the Workforce Investment Board: Stephen Jackson /s/ Scott Kincaid.** Approved (Ed Barr, Kristyn Byrne, Judy Coffey, Stephen Jackson, Scott Kincaid, and Celia King). There were no “nay” votes. There were no abstentions. The motion carried.

Reviewed the current membership make up for WIOA compliance. There are two current seats open: Labor-Youth Employer and Labor. We need one Labor seat filled to meet our 15% Labor representative requirement. Katie shared a lead on a Labor representative.

Auxiliary aids, services, and versions are available to individuals with disabilities upon request  
by calling (707) 565-8500.

Members were encouraged to think about possible candidates who would meet the membership requirements of the Board and represent the focus sectors of Construction, Healthcare, and Hospitality. Other recommendations of industries to make the membership more robust were Wine and Hospitality.

**Action:** Michael Pickens, Scott Kincaid, and staff will follow up with member recommendations to encourage them to apply for WIB membership.

Judy Coffey and Scott Kincaid reported that they had both spoken to a possible Healthcare Representative who is interested in applying for WIB membership.

**Action:** Staff will reach out to ensure the recommended Healthcare representative receives a copy and/or link to the WIB membership application.

The Committee reviewed and discussed recommendations for a WIB Chair-Elect, who would serve with Ananda for a year beginning in July, and then become the new WIB Chair.

**Action:** Ananda Sweet or Kristyn Byrne will reach out to perspective WIB members see if they would be accepting the Chair-Elect position if it is offered.

B. Attendance Report

The WIB Attendance Report was reviewed to see if any members needed to be reached out to due to missing consecutive meetings. The next report will be in February.

C. AB1111

The Breaking Barriers to Employment Initiative (AB1111) provides grant funding to serve target populations who are often not eligible for state and federal workforce programs. We partnered with Community Action Partnership Sonoma County, Social Advocates for Youth, and California Human Development on grant applications. Two grants were awarded to our region but not in Sonoma County. Awardees were larger counties looking to support for justice involved individuals and/or high road training partnerships.

D. Spirit of Sonoma Nominations

Jerry Miller will be honored by the WIB at the Spirit of Sonoma County Award ceremony on December 14 at the Flamingo Hotel and Spa.

E. Operations Update

Auxiliary aids, services, and versions are available to individuals with disabilities upon request by calling (707) 565-8500.

Sharona Elfus-Schatzkin was introduced as the new One Stop Operator. She will officially take over the role on January 1. Patti Andrews will move from this role to work on the Prison To Employment Grant and prepare staff for Cal Fresh, and other Employment and Training projects. Blanca Becerra who has been working as the One Stop Navigator will continue in her role.

#### F. Other Updates

*Raising the Bar* – Please save the date on your calendar for the Raising the Bar Conference on February 4 at the Doubletree. This free event is for Workforce Board Members, One Stop Staff, and partner staff from the six county regions. We are able to offer it for free as it will be paid for using Regional Planning 2.0 funds. John Baker was hired as the conference planner. WIB Executive Committee members should attend to set an example for the other WIB members. Partial day attendance will be allowed. Stephen Jackson, Kristyn Byrne, and Scott Kincaid confirmed their intention to attend.

**Action:** Staff will send out a SAVE THE DATE strongly encouraging all WIB members to attend Raising the Bar on February 4.

*Prison to Employment* – Jessica Taylor shared Patti Andrews will oversee the Prison To Employment grant. Goals of the program include identify existing resources, improving our connection with those resources, and to do a trial assessment with individuals while they are in custody. Patti will coordinate with our staff currently working in the Day Reporting Center at Probation, and also work with members of the Trades Introduction Program to plan a training session focused on justice involved applicants. This work meets the WIB’s goal of prioritizing the Trades.

The NBEC Region is applying for the SB1 grant and plan to use clients from the Prison To Employment Grant to fulfill some of the requirements. We see a lot of opportunity in this area in the future.

*Regional Plan* – Jessica reported NBEC is in third round of implementation funding. For Sonoma County we want to invest in staff development to work with higher barrier clients, purchase loaner laptops for those in need for training and an assessment for workforce training, and

Auxiliary aids, services, and versions are available to individuals with disabilities upon request  
by calling (707) 565-8500.

invest in support for our training cohorts. Other regions are looking to attach to or duplicate our cohort efforts.

*Senate Bill 1* – No report at this time.

*CWDA Meeting Report* – Katie shared an email from the State CWDA director outlining the changings occurring at the state level that includes the merging of key programs into one department called Future Work Department. There is now also a Future of Work Commission.

*High Road Framework* – Katie shared there was a lot of discussion on this topic at the CWDA Meeting. There are three important parts of this program. 1) creating jobs with good companies, 2) equity, and 3) most of funding is coming from greenhouse gas reduction funds. This is a great opportunity to create new good jobs.

*Other* - Anthony Crouch has replaced Tim Reynaga as our EDD Regional Advisor.

#### **IV. Set January WIB Meeting Agenda**

- *Strategic Planning*
- *Training Cohort Update*
- *Industry Council Update*
- *Portrait of a Graduate*

Stephen Jackson shared SCOE has been making this presentation to various groups so it is already created and ready to be presented.

- *Minimum Wage Follow Up* - More in depth conversation around minimum wage and businesses leaving downtown Santa Rosa. See if Brandy of Goodwill will share their Impact Study on how minimum wage will affect the county. Katie will also see if the Santa Rosa Chamber or the Economic Development Board of information to share on this subject.
- *Networking/Member Update* - Keep the 20 minute networking style of getting updates from the group.

#### **March WIB Meeting**

- *2020 Census* - Judy Coffey recommended having Lisa Cueno of United Way speak about the census and how it affects our funding for roads, bridges, and schools.

Auxiliary aids, services, and versions are available to individuals with disabilities upon request

by calling (707) 565-8500.

- *Follow Up Discussion of the Raising the Bar Conference* - Scott would like to hear what people got out of the meeting and how to become a more dynamic WIB Board from what was learned at the meeting.
- *General Update / Feedback on the Kindcaid Fire Now That Time Has Passed*
- *Halfway Point of the Fiscal Year* - Look at the data knowing where we are in the fiscal cycle.

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

January 8, 2019	Executive Session:	2:00 pm to 2:45 pm	Location: Santa Rosa Room
January 8, 2019	Full Session:	3:00 pm to 5:00 pm	Location: Santa Rosa Room
February 12, 2019	WIBE Session:	4:00 pm to 5:00 pm	
Location:	Bodega Room		

**VI. Adjourn**

The meeting was adjourned at 5:15 p.m.

Auxiliary aids, services, and versions are available to individuals with disabilities upon request

by calling (707) 565-8500.