

SONOMA COUNTY
**WORKFORCE
INVESTMENT BOARD**

www.sonomawib.org

Executive Committee
September 9, 2020
2:30 pm to 2:45 pm

Please note time! ➡

Join Zoom Meeting:

<https://zoom.us/j/95671701032?pwd=OkpieUg4emJXRDRsRiVoYTkrWk9EZz09>

Meeting ID: 956 7170 1032

Password: 317138

Call In: +1 669-900-6833

****Vote Required***

- I. **Public Comment**
- II. **Approve Minutes of August 12, 2020 and Review Action Items *** ***(Action *)***
- III. **WIB Business** ***(Action*/Discussion)***
 - A. Membership
 - B. Attendance Report
 - C. **Approved Updated WIB Bylaws ***
 - D. **Youth Work Experience Policy ***
- IV. **Upcoming WIB Executive Committee Meetings and WIB Meetings** ***(Discussion)***

October 14, 2020	WIBE Session:	4:00 pm to 5:00 pm
Location:	ZOOM	
November 18, 2020	WIBE Session:	2:00 pm to 3:00 pm
Location:	ZOOM	<i>(one week later than normal due to Veteran's Day holiday)</i>
November 18, 2020	Full Session:	3:00 pm to 5:00 pm
Location:	ZOOM	
- V. **Adjourn**

Open Meetings: *Except as expressly authorized under the Brown Act, all meetings are open to attendance by interested members of the public.*

*If WIB members are **unable to attend**, please **call (707)565-8500 prior to the meeting** to leave a message stating you are unavailable.*

Meeting Materials: *Materials related to an item on this Agenda submitted to the WIB after distribution of the agenda packet are available for public inspection in the WIB Administrative Office at 2227 Capricorn Way, Suite 100, Santa Rosa during normal business hours.*

Accommodation: *If you have a disability which requires the agenda materials to be in an alternative format or requires an interpreter or other person to assist you while attending this meeting, please call (707) 565-8500 at least 72 hours prior to the meeting, to facilitate arrangements for accommodation.*

Workforce Investment Board

Executive Committee

Minutes of August 12, 2020

Members Present: Ananda Sweet, Judy Coffey, Steve Herron, Roy Hurd, Scott Kincaid, and Michael Pickens

Absent: Ed Barr Robin Bartholow and Stephen Jackson

Also attending: Celia King

Staff: Katie Greaves, Jessica Taylor, Sharona Elfus-Schatzkin, Katie Stohlmann, Lonje Deschamps, Michelle Revecho, Manuel Benitez, and Judy Oates

I. Public Comment

None.

II. Approval of Minutes of June 10, 2020; and Review Action Items

The June 10, 2020 action items were completed. There was no July WIB Executive meeting.

Motion to approve Minutes of June 10, 2020: Steve Herron /s/ Roy Hurd. Noted the agenda listed the date of the previous minutes as June 8, but the correct date is June 10 as noted on the minutes. Approved (Ananda Sweet, Judy Coffey, Steve Herron, Roy Hurd, Scott Kincaid, and Michael Pickens.) There were no “nay” votes. There were no abstentions. The motion carried.

III. WIB Business

A. Membership

No new membership requests to review.

B. Attendance Report

Ananda and Mike have discussed his conflicts due to staffing and urgent needs at his office causing him to miss more than two WIBE meetings in a row. As it seems his schedule is clearing he intends to attend WIBE meetings more often and is considering choosing a proxy to attend when he is not able. There were no other occurrences of repeat absences to discuss at this time.

IV. Operations Update

Job Link Update

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

Sharona provided an update on services and shared that COVID has been a very technical learning experience as many clients are receiving services remotely while they are not comfortable coming into the office.

- Sharona reported we are receiving fewer calls compared to last month. The majority of calls received have been about the COVID impact grant and requests for unemployment insurance assistance.
- The computer lab reopened on the 20th with limited services.
- Job Link is hosting our first virtual workshop over zoom tomorrow.

Jessica shared an update on the COVID grant and Counselor of the Day services.

- The COVID grant allows for \$400 or \$800 of assistance per person affected financially by COVID. The grant only lasts through September so we are doing our best to serve as many clients as possible in the given timeframe. Staff have processed 116 grant applications totaling \$66,000 so far.
- The Counselor of the Day (CAD) program started in June thanks to the supportive service grant and has completed 297 client appointments. The majority of clients have been reaching out for information and assistance signing up for the COVID grant, others have reached out for regular services, and a few have requested an appoint with a staff member. Appointments with staff are scheduled about a week out.
- Judy Coffey shared that she met with the Living Room last week and reported they are moving their office while continuing their work with resume and job support. She asked if their clients would also be eligible for Job Link services. Jessica shared the process for them would be to come in through the COD to see what services they would be eligible for including the COVID grant.

Business Services Update

Shaydra shared updates on the work of the Business Services Team.

- The Business Services Team hosted our first virtual hiring event. It was an event for staff for the AC Hotel in Santa Rosa. We are planning a similar event for another employer soon.
- The team has placed three people at Food for Thought food bank. These positions were previously filled by volunteers before COVID, then by members of the National Guard who returned to other positions mid-June. Using Job Link funding we were able to subsidize these

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positions. Two of the new hires are from the Los Guilicos homeless shelter and one is a SonomaWORKS client.

- Transportation has been a barrier for clients, especially those who are homeless. Please reach out to Shaydra if you learn of any transportation grants our clients can use to get to their jobs.
- The team has been assisting with staffing for ISO Care, which does extensive contact tracing, with the transitional On-The Job training program.
- The next English Language Learner cohort is scheduled to started August 25 and has space for 25 attendees. So far 17 are already enrolled. This will be an adult e-learning class vocation based class with computers, and will receive support from Adult Education. We are also assisting in subsidizing training offered by the Hispanic Chamber of Commerce for Latin owned business in preparing for staff to return to work safely. The training will include sanitizing and cleaning techniques.
- The Business Services Team will be reaching out to members of the WIB in September for support of the ELL program in the form of industry speakers at the trainings.
- The team has responded to 325 Rapid Response cases since June.

V. **Prepare for September WIB Meeting Agenda**

Discussed the success of the panel discussion at the last WIB meeting. Would like to see something like that again but with Construction this time.

Discussion included:

- Mike offered to speak on behalf of construction. Trends and concerns they have regarding the economy and the end of funding for projects from the gas tax. He has knowledge about apprenticeships and pre-apprenticeships.
- Would like an updated on the home rebuilds from previous fires. Homes that are being rebuilt from the Kincaid have had a slow down due to COVID and workers not being available. Where are we in the number of homes that still need to be rebuilt?
Action: Ananda will look into who can track the status of the home rebuilds.
- Would like to get perspectives from three sources for different opinions and aspects. Maybe someone from the trades, someone from a larger construction company, and someone representing a smaller construction company.

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VI. Other Items

- Judy Coffey asked about the home healthcare training cohorts that had previously been discussed. Jessica shared the latest class has started two days before the COVID SIP. Sunrise Assisted Living was the employer we were working with and they are still open to receiving referrals from Job Link. We will be bringing more cohorts to the public as demand and opportunities present themselves.
- The Economic Development Board is presenting the Fall Economic Forecast on September 16 from 8:00 am to 9:30 am via Zoom.

Action: Judy Oates will send WIB Executive Committee members an invitation to attend the Fall Economic Forecast.

VII. Upcoming WIB Executive Committee Meetings and WIB Meetings

September 9, 2020	Executive Session:	2:30 pm to 2:45 pm	Via Zoom Teleconference
September 9, 2020	Full Session:	3:00 pm to 5:00 pm	Via Zoom Teleconference

VIII. Adjourn

The meeting was adjourned at 4:38 p.m.

BYLAWS

SONOMA COUNTY WORKFORCE INVESTMENT BOARD

Adopted: September 9, 2020

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**SONOMA COUNTY
WORKFORCE INVESTMENT BOARD
BYLAWS**

ARTICLE I

PURPOSE AND FUNCTIONS

A. AUTHORIZATION

The name of the organization shall be Sonoma County Workforce Investment Board and shall serve as the Workforce Development Board for the local area of Sonoma County, hereinafter referred to as the WIB.

The purpose of the WIB is to set policy and exercise oversight for the workforce development system in Sonoma County in coordination with activities conducted under the Workforce Innovation and Opportunity Act of 2014, Public Law 113-128, and hereinafter referred to as WIOA.

B. FUNCTIONS

The WIB has the responsibility to set policy and exercise oversight for workforce development in Sonoma County, as outlined above. The Board of Supervisors, hereinafter referred to as BOS, appoints members to the WIB based on recommendations of the WIB Executive Committee.

The functions of the WIB shall be in accordance with the WIOA and are as follows:

- With approval from the BOS, develop and submit a local workforce development plan for Sonoma County.
- Conduct workforce research and regional labor market analysis to assist in the development and implementation of the local plan.
- Convene workforce development system stakeholders in the development of the local plan and identify resources to leverage support for workforce development.
- Engage with a diverse range of employers and entities in the region to promote business representation and ensure the effective provision of services to support those employers.
- Develop and implement career pathways with education partners by aligning employment, training, education, and supportive services.
- Identify and promote proven and promising workforce development practices in the local area.
- Use technology to maximize accessibility and effectiveness of the local workforce development system.

- With approval from the BOS, conduct oversight for local Youth and Adult programs of workforce investment activities, employment and training activities, and the Job Link one-stop delivery system, which provides access to career and training services, programs, and activities, through a physical center, a network of one-stop partners, and via electronic means.
- Delegate Sonoma County Human Services Department to develop the budget for workforce development activities of the WIB, as stated in the BOS-WIB Memorandum of Understanding.
- In partnership with the California Workforce Development Board, negotiate and reach agreement on local performance accountability measures.
- Identify eligible providers of training, career, and youth services in the local area by awarding grants or contracts on a competitive basis, as required.
- Coordinate activities with education and training providers in the local area.
- Assess Job Link one-stop delivery center accessibility for individuals with disabilities, as required.
- Meet all other applicable laws or regulations when directed by the California Workforce Development Board or its administrative agencies.

ARTICLE II
MEMBERSHIP

A. MEMBERSHIP AND APPOINTMENT

As authorized under WIOA, Sec. 107, membership of the WIB is established to be composed of at least 19 members or more, in the percentages that follow:

1. Business representatives shall constitute a majority of WIB membership and must include two or more members that represent small business as defined by the U.S. Small Business Administration.
2. Representatives of the workforce shall constitute at least 20% of WIB membership, including representatives of labor organizations, which must constitute at least 15% of WIB membership.
3. The board shall include at least one of each of the following:
 - adult education/literacy representative
 - vocational rehabilitation representative
 - higher education representative
 - Wagner-Peyser representative
 - economic development agency representative

The following criteria will be used for membership appointments:

1. Business members must be in positions with a high degree of policymaking and hiring authority within the business they represent. Their business must provide employment opportunities with high quality work-relevant training and development in local in-demand industry sectors or occupations.
2. Education members will be selected from candidates nominated by regional or local education agencies, institutions, or organizations.
3. Labor members will be selected from candidates nominated by local labor federations, including a representative of an apprenticeship program. If the local labor federations fail to nominate enough members to reach 15% of WIB membership, then the requirement shall be 10% of WIB membership, as stated in CUIC Sec. 14202.
4. Representatives of the workforce, which must constitute 20% of WIB membership, include labor members and may also include representatives of organizations, including community based organizations with experience and expertise in addressing barriers to employment, including organizations that serve veterans, individuals with disabilities, or eligible youth, including out of school youth.
5. Governmental and economic development members will be selected from candidates nominated by local and state economic development and employment agencies.

All potential WIB members will submit an application for review by the WIB Executive Committee. Applications that are approved will be forwarded to the BOS for appointment to the WIB.

B. TERMS OF APPOINTMENT

WIB members shall be appointed to an initial term of one (1) year. All re-appointments shall be for a term of two (2) years. This staggering of appointments ensures only a portion of memberships expire in a given year.

ARTICLE III DUTIES OF MEMBERS

A. ATTENDANCE

Members shall attend meetings of the WIB and of committees to which they are appointed. For each member's term of service to the WIB, he/she shall designate a proxy to attend meetings in the unexpected or unavoidable absence of the seated member. The proxy will participate as a voting member and shall formally represent the same sector or seat occupied by the seated member. Proxy designations will be reviewed by the Executive Committee. If a new proxy needs to be designated during the member's term, the member shall make the request in writing to the Chair.

The Executive Committee shall routinely review member attendance. WIB members who miss more than two (2) consecutive regular WIB meetings will prompt an Executive

Committee membership review and possible action. A leave of absence for a specified time period may be requested in writing to the WIB Chair, and will be evaluated on a case-by-case-basis by the Executive Committee.

B. NOTIFICATION OF ABSENCE

Members shall notify the WIB Chair or staff of any expected absence for a meeting by 5:00 PM of the day before the meeting, indicating good and sufficient reasons for the absence. Proper notification of absence will be recorded as an excused absence and not counted as a missed meeting.

C. SERVICE ON COMMITTEES

Each member should actively participate in WIB meeting and shall serve on committees or be assigned individual projects, as necessary.

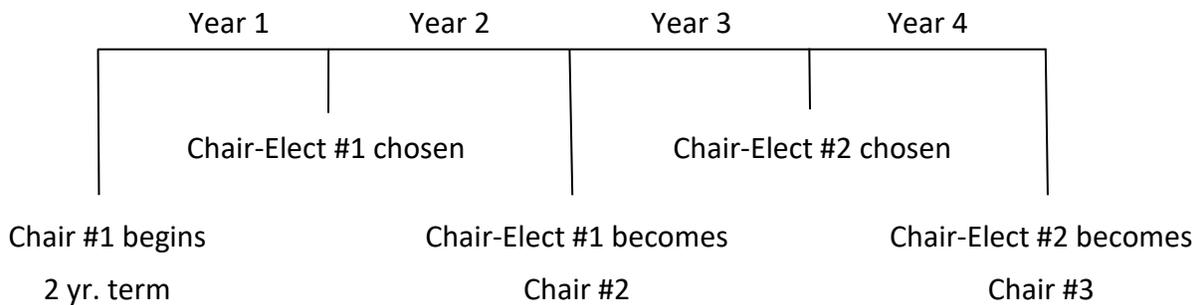
**ARTICLE IV
OFFICERS**

A. OFFICERS

Officers of the WIB hold authority to preside at WIB meetings and represent the WIB at public functions. Officers of the WIB shall be the Chair, the Chair-Elect and the Past-Chair.

B. TERMS OF OFFICE

The Chair-Elect shall serve a one year term, after which they will assume the role of Chair. The Chair shall serve a two year term, and the Past-Chair shall serve a two year term.



C. CHAIR-ELECT

The Chair-Elect shall be a representative from the Business membership category who shall succeed the Chair.

1. The Chair-Elect shall perform the duties of the Chair in his or her absence.
2. If the Chair seat becomes vacant, the Chair-Elect shall succeed to the Chair seat for the balance of term of office.

3. Election of the Chair-Elect will take place every two years on a schedule that is staggered with the Chair's term of office. Therefore, when the current Chair finishes the first year of their term, the Chair-Elect will be chosen. The Chair-Elect will serve in that role for one year before assuming the role of Chair as illustrated above.

D. CHAIR

The WIB Chair shall be a representative from the Business membership category. The duties of the Chair shall be to preside at WIB meetings, decide points of order, announce all business, entertain motions, put motions to vote, and announce vote results. The Chair:

1. May appoint and/or remove, all committee Chairs and members.
2. May call special meetings of the WIB.
3. Shall represent the WIB at public functions.

E. PAST-CHAIR

The Past-Chair shall be the immediate past WIB Chair.

1. The Past-Chair shall perform duties of the Chair in the absence of both the Chair and the Chair-Elect. The Past-Chair shall also perform duties of the Chair, in the absence of the Chair, during the first year before the next Chair-Elect has been chosen.

ARTICLE V

MEETINGS AND ACTIONS

A. REGULAR MEETINGS

1. The WIB, or the Executive Committee, shall annually adopt a schedule of regular WIB and Executive Committee meetings and transmit that schedule to members, the Board and the public at large.
2. Regular meetings may be canceled either by the Chair or by a majority vote at a duly-constituted meeting.
3. Alternate dates for the regular meeting may be set either by the Chair, if ten (10) working days' notice is provided to all members, or by a majority vote at a duly-constituted meeting.

B. SPECIAL MEETINGS

Special meetings may be called either by the Chair or at the request of a majority of WIB members.

C. NOTICE OF MEETINGS

Notice of WIB meetings, specifying time, date, location and agenda, shall be provided, in writing or electronically, to WIB members and the public in accordance with the Brown Act.

D. PUBLIC MEETINGS

All meetings of the WIB shall be open to the public, called, and conducted in conformity with the provisions of the Brown Act.

E. MINUTES

The recording secretary shall record in the minutes: the time and place of the meeting, members who are present; time and name of members who join the meeting late or leave the meeting early; official acts of the WIB; and the number of votes of members, ayes, noes, and abstentions. When requested by a member, his or her dissent or approval, and reasons, shall be recorded. When a member abstains due to a conflict of interest, his or her abstention and the reasons shall be recorded. The minutes shall be presented for approval at the succeeding regular meeting.

F. QUORUM

1. For purposes of conducting a meeting of the full WIB, a quorum of the WIB shall be 50% of the total number of members who have been duly appointed to the WIB.
2. For purposes of voting on policy or contract issues, WIB members who have disqualified themselves due to a conflict of interest will not affect the determination of a quorum.

G. MAJORITY RULE

Actions brought before the WIB shall require a majority vote of the members at any duly-constituted meeting except as otherwise provided by these Bylaws.

H. RULES OF ORDER

The current version of Robert's Rules of Order, Newly Revised, shall guide the WIB in all proceedings, except as otherwise provided for in these Bylaws.

I. USE OF TECHNOLOGY

Alternative technology means, such as telephone or video or digital conferencing, may be used at board and committee meetings as permitted by the Brown Act.

ARTICLE VI

EXECUTIVE COMMITTEE

A. EXECUTIVE COMMITTEE PROVISIONS

1. There shall be an Executive Committee comprised of:
 - The Chair of the WIB
 - The Chair-Elect of the WIB
 - The Past-Chair of the WIB
 - The Chair of each standing committee
 - A representative from Labor selected by WIB Labor representatives

- Any other WIB members designated at the discretion of the Chair
 - The WIB Director, ex-officio, non-voting member
2. The Executive Committee shall hold meetings at the request of the Chair, or the WIB Director. 50% of the voting members of the Executive Committee shall constitute a quorum.
 3. When circumstances demand that action be taken in less than the time required to call a Special Meeting of the WIB, the Executive Committee is authorized to take action on behalf of the WIB. Executive Committee actions are subject to review by the WIB at its next meeting.
 4. The Executive Committee shall review the Bylaws annually and may suggest amendments to the WIB.
 5. The Executive Committee shall recruit, review applications, and recommend new WIB members to the BOS.
 6. The Executive Committee shall routinely review member attendance at WIB and Committee meetings.
 7. The Executive Committee shall review the membership of the WIB Executive Committee on an annual basis. In addition to fulfilling membership requirements, this review shall also analyze each committee member's time served with a focus on rotating leadership roles among the whole of the WIB membership.

**ARTICLE VII
COMMITTEES**

A. GENERAL COMMITTEE PROVISIONS

1. The WIB may appoint standing committees as designated in Section B of this Article.
2. Each WIB member is expected to serve on standing committees, special projects, or at events, as needed.
3. All standing committee meetings shall be subject to the provisions of the Brown Act.

B. STANDING COMMITTEES

1. The Executive Committee is responsible for taking action under Article VI.
2. The Job Link Steering Committee shall be responsible for operational oversight of the one-stop center. The committee shall ensure that Job Link will offer services through a simplified and coordinated delivery system that is customer driven, provides high quality service, and has strong accountability. Members of the Job Link Steering Committee shall be representatives of the required one-stop partners as listed under WIOA and representatives of the other co-located Job Link partners. Each agency's

Director or Designee shall appoint the representative of each partner. Members in the Job Link Steering Committee may include individuals who are not WIB members. Job Link Steering Committee will follow all other procedures as stated in these Bylaws.

3. The Youth Committee, if convened, will work to promote youth programs that support education, training and career development opportunities, develop work-linked learning opportunities for youth, and align opportunities with identified business needs to develop a skilled workforce. The Youth Committee membership may include WIB members, youth employers, and other community-based organizations with a demonstrated record of success in serving eligible youth.
4. The Executive Committee may appoint other standing committees as necessary.
5. To facilitate communication and continuity of decision making between the WIB and its committees, all committee Chairs must be WIB members.

C. AD HOC COMMITTEES

In addition to the standing committees, the WIB Chair may establish Ad Hoc Committees.

1. Membership in Ad Hoc Committees may include individuals who are not WIB members.
2. Ad Hoc Committees may be established to accomplish time-limited tasks that support the goals of the WIB.

D. COMMITTEE SIZE

Committee size may be established by the Executive Committee or by amendment to these Bylaws. A quorum of a committee shall be 50% of the appointed committee members.

E. COMMITTEE REPORTS

Committees shall report progress and recommend actions, when appropriate, at WIB meetings.

F. COMMITTEE AUTHORITY

1. Except as outlined below, no standing or ad hoc committee shall have independent authority to commit the WIB to policy or action without approval of the WIB.
 - a. As specified in Article VI above, the Executive Committee has the authority to take emergency action on behalf of the WIB and the authority to make recommendations to the BOS for the appointment of new WIB members.
2. A committee may adopt recommendations to the WIB by majority vote of members in attendance after a quorum has been established.

G. TERMS OF APPOINTMENT

Terms of appointment to standing committees shall be for two years; for Ad Hoc committees, terms of appointment shall be for the period of time required to fulfill the committee's purpose. Chairs of each standing committee shall be elected every two years by a vote of committee members.

H. CONSULTANTS TO COMMITTEES

When appropriate, committees may call on other knowledgeable individuals to act as consultants on the committee level. Said individuals shall not have voting privileges.

ARTICLE VIII

CONFLICT OF INTEREST

A. COMPLIANCE

WIB members shall comply with conflict of interest laws set forth in the Political Reform Act as well as the WIB Code of Conduct and Conflict of Interest Policy.

ARTICLE IX

RESIGNATION, REMOVAL, AND REINSTATEMENT OF MEMBERS

A. RESIGNATION

Resignation of WIB members should be documented in writing and submitted to the WIB Chair by default.

B. REMOVAL

The Chair or WIB Director shall recommend to the WIB Executive Committee the removal of any member(s) based on any of the reasons listed below. Removal of a member shall require a majority vote of the WIB Executive Committee, with a quorum being present.

1. Member ceases to be representative of the category for which appointment was made. Member may be required to resign or will be requested to submit a new application to continue membership. At the discretion of the WIB Executive Committee, member may continue to act as representative until the end of the fiscal year.
2. Member fails to comply with the Conflict of Interest provisions outlined in Article VIII.
3. Member does not meet attendance requirements as specified in Article III. WIB members absent from two (2) consecutive regular full WIB meetings without notification or more than three (3) consecutive regular standing committee meetings without notification will be contacted in writing. In addition, the Chair will make a good faith effort to contact the member regarding their absenteeism. WIB members absent from three (3) consecutive regular full WIB meetings or four (4) consecutive regular standing committee meetings will be considered to have a substantial pattern of absences and be recommended for removal by the WIB Executive Committee.

C. REINSTATEMENT

1. A removed member shall be allowed to explain any compelling reasons as to why the Executive Committee should reconsider their committee or WIB membership.
2. Upon recommendation from the Chair and Executive Committee action, the WIB Director shall have the authority to reinstate a removed member.

ARTICLE X

STAFF SUPPORT

As provided in the agreement between the WIB and the BOS, the Local Workforce Area administrative entity shall provide staff support for the WIB and all committees. Staff shall:

1. Prepare and distribute agendas and other materials, submit recommendations for WIB consideration and, as appropriate, participate in discussions on items before the WIB.
2. Provide for necessary staff, budgetary, legal, and administrative services to carry out the programs, policies, and directives of the WIB and the BOS.
3. Prepare administrative reports required by the BOS or other governmental agencies.
4. Maintain an official membership list, attendance records, records of all proceedings, minutes of all public meetings and other documents of the WIB and its committees.
5. Orient and train new WIB members as needed.

The WIB Director or staff designee shall be an ex-officio non-voting party to all meetings of the WIB.

ARTICLE XI

BYLAWS

A. ADOPTION

An affirmative vote of one half (1/2) of those voting, a quorum being present, shall be required to adopt these Bylaws.

B. IMPLEMENTATION

Following adoption, the WIB shall move to implement the requirements of these Bylaws.

C. AMENDMENTS

Any WIB member or the WIB Director may propose amendments to the Bylaws.

1. Proposed amendments shall be submitted in writing and made available to each WIB member no less than five (5) days prior to consideration before a vote can be taken.

2. An affirmative vote of one half (1/2) of those voting, a quorum being present, shall be required to amend these Bylaws.

D. REVIEW

At least annually, and otherwise as needed, the Executive Committee shall review the WIB's Bylaws for appropriateness of language, content and possible amendments.

E. STANDING OF BYLAWS

Nothing in these Bylaws may, nor shall they be construed to, take precedence over Federal, State, or local laws or regulations.

F. SEVERABILITY

If any part of these bylaws is held to be null and/or void, the validity of the remaining portion of the bylaws shall not be affected.

Sonoma County WIOA Youth Program

Work Experience Policy

The Workforce Innovation and Opportunity Act (WIOA) places an emphasis on providing WIOA youth participants with work experience, related learning opportunities, career exploration, and workplace skills development. WIOA requires that a minimum of 20 percent of local area funds (not including administrative costs) for the Title I Youth program is spent on work experience.

Local Workforce Investment Boards are required to establish a work experience policy that includes guidance on the following:

- The duration of the work experience assignment
- Limitations on the number of hours
- Appropriate incentives and stipends, including limitations on the types and dollar amount

Sonoma County's Human Services Department (HSD) and the Workforce Investment Board (WIB) have defined and adopted the following Work Experience Policy.

Definitions

- **Work experience** is defined by WIOA as “a planned, structured learning experience that takes place in a workplace for a limited period of time.” It must include academic and occupational education. As defined locally, work experience includes the following types of both unpaid and paid opportunities for WIOA youth participants:
 - **Paid summer employment opportunities and other paid employment opportunities available throughout the year**, including the Sonoma County Youth Ecology Corps (SCYEC) crews, temporary employment with public or non-profit agencies, or public services internships.
 - **Job shadowing**, a temporary, unpaid exposure to the workplace in an occupational area of interest to the participant where youth learn about a job by walking through the work day as a shadow to a competent worker. It also provides an opportunity for youth to conduct interviews with people in their prospective profession.
 - **Pre-apprenticeship programs**, designed to prepare participants to enter and succeed in an apprenticeship program. Must include: training/curriculum aligned with skill needs of employers; access to education/career counseling and other supportive services; hands-on, meaningful learning activities; opportunities to attain at least one industry-recognized credential; and a partnership with one or more registered apprenticeship programs.
 - **On-the-Job Training/transitional work experience/training cohorts** provided through Job Link to help participants develop skills required and employment competencies in in-demand sectors.
- **Academic and occupational education** refers to contextual learning that accompanies a work experience and is a required component of all work experience assignments. It is work experience specific and includes information necessary to understand and work in specific industries and/or occupations. It may occur concurrently or sequentially with the work experience and inside or outside the work site. Further, the academic and occupational education may be provided by the worksite supervisor and/or youth services provider.

- **Work Experience Assignments**, based on experience, are designed to help participants advance work readiness skills, explore careers and develop a career path, and learn academic and occupational skills required in specific industries/occupations. An assignment may be comprised of any of the work experience types identified above and is limited in duration (illustrated in Table 1 on the following page).
- **Incentives** are available to WIOA participants for recognition and achievement directly tied to training activities and work experiences, as documented in their Individual Service Strategy (ISS).

Work Experience Policy

All work experience assignments requests must be submitted to the HSD Coordinator for approval via the Work Experience Referral form. The Worksite Agreement/Contract must be completed for approved assignments prior to the start date. All work experience assignments must be documented in CalJOBS via applicable activity codes and case notes.

Duration of the Work Experience Assignment

Sonoma County has adopted a tiered approach to assist WIOA participants in building their skills and preparing them for the world of work (illustrated in Table 1 on the following page). This allows participants to enter at the most suitable level for their needs and progress as they demonstrate appropriate skills and success in their current assignment.

The duration of one work experience assignment depends on tier, not to exceed a maximum of 24 weeks/960 hours in duration (Tier 3). Participants may continue in another work experience assignment in the same tier if it is determined that the participant still needs to develop skills or gain exposure to a new career interest, with approval from HSD. Participants may advance to the next tier level if they demonstrate appropriate skills and success in their current assignment (see table on the following page for examples of successful outcomes).

Table 1: Work Experience Tier Information & Guide

	Tier I	Tier II	Tier III
Examples of Experience at Entrance	<ul style="list-style-type: none"> - No/unsuccessful work experience, but has had work readiness training 	<ul style="list-style-type: none"> - Demonstrates work readiness (<i>via performance evals, letters of rec, etc.</i>) - Had satisfactory Tier I attendance - Has identified career interest 	<ul style="list-style-type: none"> - Demonstrates enhanced skills - Demonstrates success in school/training - Has well-defined career path
Examples of/Information About WEX Assignments			
<i>SCYEC Crew</i>	<ul style="list-style-type: none"> - Entry level crew 	<ul style="list-style-type: none"> - Senior level crew 	<ul style="list-style-type: none"> - Senior crew aligned with career path
<i>Temporary Employment/Transitional Job</i>	<ul style="list-style-type: none"> - Entry level individualized temporary paid employment 	<ul style="list-style-type: none"> - Continued Tier I employment with increased duties/skill level or - New employment aligned w/ career interest 	<ul style="list-style-type: none"> - Continued Tier I/II employment aligned w/ career path & increased duties/skill level or - New employment aligned w/ career path
<i>Job Shadowing</i>	<ul style="list-style-type: none"> - In any area of interest 	<ul style="list-style-type: none"> - Aligned with career interest 	<ul style="list-style-type: none"> - Aligned with career path
<i>Pre-apprenticeship Program</i>			<ul style="list-style-type: none"> - North Bay Trades Introduction Program
<i>County Internship</i>			<ul style="list-style-type: none"> - 6 month internship with a SC Department (e.g., Regional Parks, Water Agency)
<i>On-the-Job Training, Training Cohort</i>			<ul style="list-style-type: none"> - Up to 6 months of subsidized occupational training, leading to unsubsidized employment at end
Assignment Duration (Reassess at end of assignment)	<ul style="list-style-type: none"> - Maximum: 16 weeks and 512 hours 	<ul style="list-style-type: none"> - Maximum of 24 weeks and 768 hours 	<ul style="list-style-type: none"> - Maximum of 24 weeks and 960 hours
Examples of Outcomes Demonstrating Success	<ul style="list-style-type: none"> - Demonstrated work performance (<i>e.g., at "entry level" on performance evals</i>) - Developed resume, references, letter of recommendation, etc. - Had satisfactory assignment attendance - Enrolled in school/training - Identified career interest 	<ul style="list-style-type: none"> - Developed/enhanced skills (<i>via performance evals, supervisor report, etc.</i>) - Enrolled in/graduated from school/training - Attained credential - Defined career path (<i>documented on ISS</i>) 	<ul style="list-style-type: none"> - Prepared for next step on career path - Gained unsubsidized employment - Enrolled in/graduated from school/training - Attained credential

Incentives and Stipends

Youth participating in a work experience assignment are eligible to receive a wage/stipend for participation in a work experience, depending on the assignment type.

All youth enrolled in the WIOA Youth program are eligible to receive incentives. Incentives should only be used to motivate participants and may be awarded to those who fulfill the requirements to receive an incentive as outlined in this policy, and the Incentives Policy submitted by Contractor.

Contractors are responsible for tracking and documenting incentive awards for each participant and claiming them appropriately on the monthly fiscal claim. Required documentation (including amount, reason, date, and agency and youth signatures) must be received within 30 days of completion of the achievement.

Each achievement identified in the Contractor's Incentives Policy must be documented in the participant's Individual Service Strategy (ISS). The maximum cumulative incentive award will not exceed \$250 per enrolled youth or youth in follow-up, each fiscal year.

Required Documents

- Work Experience Referral Form
- Worksite Agreement
- Participant Training/Learning Plan
- Contractor's Incentives Policy

References

- 20 CFR 681.600
- TEGL 21-16, Third WIOA Title 1 Youth Formula Program Guidance, https://wdr.doleta.gov/directives/attach/TEGL/TEGL_21-16_Acc.pdf
- EDD Directive, WIOA Youth Program Requirements, http://www.edd.ca.gov/Jobs_and_Training/pubs/wsd17-07.pdf