

**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 20<sup>th</sup> 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

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

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.

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

**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.