

SONOMA COUNTY
 **WORKFORCE
INVESTMENT BOARD**

www.sonomawib.org

**Executive Committee
Notice of Meeting & Agenda
October 14, 2020
4:00 pm to 5:00 pm**

Join Zoom Meeting:

<https://zoom.us/j/95671701032?pwd=OkpieUg4emJXRDRsRlVoYTkrWk9EZz09>

Meeting ID: 956 7170 1032

Password: 317138

Call In: +1 669-900-6833

****Vote Required***

- I. **Public Comment**
- II. **Approve Minutes of September 9, 2020 and Review Action Items** ***(Action)***
- III. **WIB Business** ***(Action*/Discussion)***
 - A. **Membership ***
 - B. Attendance Report
- IV. **Operations Update** ***(Action*/Discussion)***
 - A. Update on Job Link Services and Grants
- V. **Prepare for November WIB Meeting Agenda** ***(Action*/Discussion)***
- VI. **Upcoming WIB Executive Committee Meetings and WIB Meetings** ***(Discussion)***

November 18, 2020	WIBE Session:	2:00 pm to 3:00 pm
Location:	ZOOM	
November 18, 2020	Full Session:	3:00 pm to 5:00 pm
Location:	ZOOM	
- VII. **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) 565-8504 at least 72 hours prior to the meeting, to facilitate arrangements for accommodation.*

Workforce Investment Board
Executive Committee
Minutes of September 9, 2020

Members Present: Ananda Sweet, Ed Barr Robin Bartholow, Steve Herron, Roy Hurd, Stephen Jackson
Scott Kincaid, and Michael Pickens

Absent: Judy Coffey

Staff: Katie Greaves, Patti Andrews, 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 August 12; and Review Action Items

The August 12, 2020 action items were completed.

Motion to approve Minutes of August 12, 2020: Steve Herron /s/ Scott Kincaid. Approved (Ananda Sweet, Ed Barr, Steve Herron, Eddie Gilbert for Roy Hurd, Scott Kincaid, and Michael Pickens.) There were no “nay” votes. Stephen Jackson abstained. The motion carried.

III. WIB Business

A. Membership

No new membership requests to review. There are several new proxies for members.

B. Attendance Report

This is a standing agenda item and reported on at WIB Executive Committee meetings that follow a full WIB meeting.

C. Approval of the Bylaws

Amanda Gayda reported that in response to our January Monitoring by the state focused on Youth Programs there were two policies identified that required minor updates two the WIB Bylaws.

The first change was under Membership, Terms of Appointment. We added a line clarifying that the staggering of WIB member appointments ensures that only a portion of the WIB membership expires each year.

The second change was under Meetings and Actions. We added clarification that alternative technology can be used at meetings as allowed by the Brown Act.

Robin Bartholow joined the meeting.

Motion to approve updated WIB Bylaws: Steve Herron /s/ Ed Barr. Approved (Ananda Sweet, Ed Barr, Steve Herron, Eddie Gilbert for Roy Hurd, Stephen Jackson, Scott Kincaid, and Michael Pickens.) There were no “nay” votes. Robin Bartholow abstained. The motion carried.

D. Youth Work Experience Policy

Amanda Gayda reported in response to our January Monitoring by the state focused on Youth Programs it was also recommended we make the following updates the Youth Work Experience Policy.

- Have the policy reflect all of the work experience opportunities that are available to our young people through WIOA Youth Program and My Pathway Program.
- Clarify that On the Job Training, transitional work experiences, and training for work is available to our youth people if they co-enroll in our adult program.
- Clarify the language around the incentive section and added some required documentation.

Q. How do you identify their career interest and path in the program?

A. Social Advocates for Youth (SAY), who we have contracted with to run the program, does a lot around work readiness and career planning and service strategies that is individualized by participant that captures that.

Q. The in the policy definition the says services will be aligned with some sort of academic work as well. Where do they get that?

A. That depends. It can be offered at the same time as the work experience, or it can be offered after through SAY, or the supervisor in the actual work environment. Sometimes it is on the job training.

Steven asked to see some of the required documentation referred to in the policy.

Action: Amanda will send examples of the documentation forms to Stephen.

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

Motion to approve updated the Sonoma County WIOA Youth Work Experience Policy: Scott Kincaid /s/ Stephen Jackson.

Approved (Ananda Sweet, Ed Barr, Robin Bartholow, Steve Herron, Eddie Gilbert for Roy Hurd, Stephen Jackson, Scott Kincaid, and Michael Pickens.) There were no “nay” votes. There were no abstentions. The motion carried.

IV. Upcoming WIB Executive Committee Meetings and WIB Meetings

October 14, 2020 Executive Session: 4:00 pm to 5:00 pm Via Zoom Teleconference
November 18, 2020 Executive Session: 2:30 pm to 2:45 pm Via Zoom Teleconference
November 18, 2020 Full Session: 3:00 pm to 5:00 pm Via Zoom Teleconference

Please note the later date in November due to the Veterans’ Day holiday.

V. Adjourn

The meeting was adjourned at 2:43 p.m.

WIB Attendance 12 Months

	Dates						Present	%	Absent	%
	9/11/19	11/13/19	1/8/20	5/13/20	7/8/20	9/9/20				
Barr, Ed	P	P	A-Proxy	P	A-Proxy	A-Proxy	3	50%	3	50%
Bartholow, Robin	P	P	P	P	P	P	6	100%	0	0%
Brown, Ethan	P	P	P	P	A	A	4	67%	2	33%
Carlson, Erin	P	P	P	P	P	P	6	100%	0	0%
Coffey, Judy	P	P	P	P	P	P	6	100%	0	0%
Cooper, Susan	P	P	P	P	P	P	6	100%	0	0%
Cummings, Sara	P	P	A-Proxy	P	P	A	4	67%	2	33%
Davis, Brad	X	X	X	P	P	P	3	100%	0	0%
Diaz, Keith	P	P	P	P	P	P	6	100%	0	0%
Duranczyk, Paul	P	A	P	P	P	P	5	83%	1	17%
Emanuele, Nancy	P	P	P	P	P	P	6	100%	0	0%
Evans, Brandy	P	P	P	P	P	P	6	100%	0	0%
Herrington, Steve	P	A	P	P	P	P	5	83%	1	17%
Herron, Steve	P	P	P	P	P	P	6	100%	0	0%
Holloway, Kristina	P	P	P	P	P	P	6	100%	0	0%
Hurd, Roy	P	P	A-Proxy	P	A-Proxy	A-Proxy	3	50%	3	50%
Jackson, Stephen	P	A-Proxy	P	P	P	P	5	83%	1	17%
James, Judy	X	X	X	P	P	P	3	100%	0	0%
Kincaid, Scott	P	P	P	P	P	P	6	100%	0	0%
Knerr, Chris	P	P	A	P	P	P	5	83%	1	17%
Maldonado, Anita	P	P	A-Proxy	P	P	P	5	83%	1	17%
McEntagart, John	X	X	X	P	P	P	3	100%	0	0%
Pickins, Michael	A	P	A	A	A	A	1	17%	5	83%
Steffensen, George	A-Proxy	P	P	P	P	P	5	83%	1	17%
Sweet, Ananda	P	P	P	P	P	P	6	100%	0	0%
Tam, David	P	P	A	P	P	P	5	83%	1	17%
Toledo, Pedro	A-Proxy	P	P	P	P	A-Proxy	4	67%	2	33%
Verrier, Audra	P	A-Proxy	P	P	P	A-Proxy	4	67%	2	33%
Wayte, David	A	P	P	P	P	P	5	83%	1	17%

P = Present A = Absent X = No *March 11, 2020 was cancelled.

Scheduled Absences:

None at this time.

WIBE Attendance 12 Month

	Dates										Present	%	Absent	%
	9/12/19	11/13/19	12/11/19	1/8/20	2/19/20	4/8/20	5/13/20	6/10/20	8/12/20	9/9/20				
Barr, Ed	P	P	P	P	A	P	P	A	A	P	7	70%	3	30%
Bartholow, Robin	P	P	A	P	A	P	P	P	A	P	7	70%	3	30%
Coffey, Judy	P	P	P	P	P	P	P	P	P	A	9	90%	1	10%
Herron, Steve	P	P	A-Proxy	P	A-Proxy	P	P	P	P	P	8	80%	0	0%
Hurd, Roy	P	A-Proxy	A	A-Proxy	A	A	P	P	P	P	5	50%	3	30%
Jackson, Steven	P	A	P	P	A-Proxy	P	P	P	A	P	7	70%	2	20%
Kincaid, Scott	P	P	P	P	P	A	P	P	P	P	9	90%	1	10%
Pickens, Michael	X	X	A	A	A	A	A	A	P	P	2	25%	6	75%
Sweet, Ananda	P	P	A	P	P	P	P	P	P	P	9	90%	1	10%

P = Present A = Absent X = Not a member yet

Scheduled Absences:

No WIBE Executive Committee meeting in March or July 2020.

There was no meeting in October 2019 due to the PSPS event.