

Workforce Investment Board

Executive Committee

Minutes of October 14, 2020

Members Present: Ananda Sweet, Pat Harper for Ed Barr, Robin Bartholow, Judy Coffey, Steve Herron, Eddy Gilbert for Roy Hurd, Stephen Jackson Scott Kincaid, and Michael Pickens

Absent: Ed Barr and Roy Hurd

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

I. Public Comment

None.

II. Approval of Minutes of September 9; and Review Action Items

The September 9, 2020 action items were completed.

Motion to approve Minutes of September 9, 2020: Scott Kincaid /s/ Robin Bartholow. Approved (Ananda Sweet, Ed Barr, Steve Herron, Eddie Gilbert for Roy Hurd, t 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.

B. Attendance Report

Correction to the report, Mike was at the September meeting.

Action: Ananda will check in with Ethan Brown as he has not attended two meetings in a row.

IV. Operations Update

A. Update on Job Link Services and Grants

Job Link

- Sharona reported that the computer lab continues to be available daily from 8:30 am to noon for working on resumes, signing up for Cal Jobs, and other types of job search.

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- The Job Link office is open for telephone calls 8:00 am to 5:00 pm daily and handled 110 calls and 16 clients in person clients in September. Clients are calling rather than coming into the office as much as possible due to COVID.
- We are in the planning stages of creating employer spotlight zoom conferences with our partners. We hope to host the first session in November and higher Sutter Hospital.
- Job Link is hosting virtual workshops covering subjects such as interviews and cover letters. Our last session included a member of the Vallejo Employment Development Department who was learning about our online classes. Word is getting out to the community about what we offer our clients.
- There was a question on if we are reaching out to Napa to see if they need access to our Job Link services for clients since the Glass fire. The Sonoma and Solano WIBs work closely with each other on a regular basis and routinely discuss how to meet the needs of our clients.

COVID Supportive Services Grant

- Patti worked on the COVID Supportive Services Grant to assist people negatively impacted by the COVID shutdown and allowed them to receive a one-time stipend of \$400 or \$800 depending on the amount of salary they were missing due to being furloughed or laid off due to COVID. We paid out \$170K assisting 205 participants.
- As the grant is now complete we are returning our focus to our typical client services of job search and training assistance. Truck driving / transportation and construction have been the most requested job training.

Business Services

Shaydra shared the following updates.

- The incumbent worker training with the Hispanic Chamber training was paused due to the fires and air quality as they were being held outside. They will be resuming in a few weeks.
- Food for Thought, the food bank in Forestville, hired three WIOA clients. Two of these clients were from Los Guillicos. One Los Guillicos client was unable to maintain the position due to health issues.
- ISO Care still has two of our clients working in health care assisting with contact tracing.

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- The clients placed at Food for Thought and ISO Care are doing temporary work experience and being paid for with our transitional job funding.
- The team is working with the AJCC to assist with coordination of the employer spotlight series to air via zoom.
- There was a question of how the transportation issue for the Los Guillicos clients was solved. Shaydra responded the clients resolved this on their own as one client had a car and was able to give the other clients from there a ride to and from work. Patti shared that the client that was driving the others received wrap around assistance including vehicle registration fees, gas, and car repairs to make that work. It was noted that those extra wrap around services are helpful and needed by clients, especially those at Los Guillicos.

Katie shared that all of the good work reported on today is in the context of another fire and another evacuation where county staff have worked long hard shifts in shelters or in supportive roles as needed providing excellent emergency services.

V. Prepare for November WIB Meeting Agenda

WIB Meeting Prep Suggestions

- The WIB transitioned in March to focus on educating ourselves and the affects of COVID on our core industries. The last two meetings have covered Hospitality and Construction. Do we want to continue with this plan and do Heath Care? And if so, in the same format? *Yes and yes.*
- Would be interesting to hear from the healthcare industry where we are now with COVID and the impact they might be noticing on their workforce as front-line workers.
- As next meeting is after the elections and if Measure Q has passed regarding mental health we could ask Barbie Robinson to speak to that as a part of a comprehensive look at health care.
- Diversity of presenters on each topic has been great. Would like to keep that.
- Quarter 2 data could be reviewed for the effect of the impact of the pandemic on employment, labor and wages. Could be more an occupational look at the health care industry. We could do a review of the data for jobs in general and them a deeper dive into jobs in the industry.

Action: Katie will send the Quarter 2 data she has so far to the WIB Executive Committee members.

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- Maybe a presenter first like Barbie Robinson for the meeting and then a panel discussion.
- Suggestions for panelists:
 - Community Clinics (Pedro Toledo)
 - Hospitals (Judy James)
 - Smaller hospitals (Kristina Holloway). Healdsburg is a smaller hospital that is struggling and may have new ownership.
 - COVID representative (Dr. Mase or Barbie Robinson). Judy Coffey volunteered to reach out to Barbie if she is chosen.

December WIB Executive Committee Meeting Suggestions

- Now that we will have done construction, hospitality and health care – are we continuing to be in an absorption and learning phase or are we looking to take an action?
- Due to the impact of the shelter in place we may want to revisit our priorities or see if there are sectors that are missing, what the effect of people working from home is, and/or other items.
- Would like to do an exercise at the December WIB Executive Committee meeting to look at what we want to focus on for the next year.
- In the new year do Execs want to get more involved in the training budgets and how we are allocating?
- Discuss how are we looking from a funding stand point.
 - WIOA allocations have been steadily declining. Other funding like special grants has been more available. Not sure if this is to incentive for regional work.
 - Right now we have funds for training and supportive services. This has been hard as our partners are just getting up and running COVID and the Shelter In Place to provide training and one on one training has not been an option.
 - We are doing more earn and learn programs as they allow us to get people training and jobs at the same time.
 - Is there a need to track down the people who need services or is it the employer connection we need? Or both? *It is a bandwidth issue. Staff need dedicated time to work on the task at hand.*

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- Do we need a call for action for funding to be more flexible due to the current environment?
 - Would like to add more wrap around to On the Job Trainings, similar to how we helped the Los Guillicos client. How do we advocate for that?
 - Can the WIB advocate for a change in state law to make funding more flexible to use? Yes.
 - CWA is aware of this need. May need to wait for January to see where we are with what clients need. It is difficult right now to do long term focus or strategy as we don't really know what the future holds.
 - We receive the biggest bang for our buck in terms of hitting the requirement to spend 30% of our adult and dislocated funding using the earn and learn opportunities. This is where the WIB and its partners can step in and help by partnering with us in the opportunities and should be discussed at a future WIB meeting.
 - Do we want to discuss going outside of the three focus industries for On the Job Training opportunities?

Action: Katie and Ananda will meet to finalize the November WIB and December WIB Executive Committee agendas.

VI. Other

Katie announced that Patti Andrews as accepted the position of Program Manager for Business Services for the Economic Development Board. This position will work closely with the WIB so we will get to work with her on future WIB endeavors. This is a huge loss for Employment and Training and the WIB but a great opportunity for Patti and we wish her all the best with this new opportunity. Thank you, Patti, for all you have done – you will be missed!

VII. Upcoming WIB Executive Committee Meetings and WIB Meetings

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.

December 9, 2020 Executive Session: 4:00 pm to 5:00 pm Via Zoom Teleconference

January 13, 2021 Executive Session: 2:30 pm to 2:45 pm Via Zoom Teleconference

January 13, 2020 Full Session: 3:00 pm to 5:00 pm Via Zoom Teleconference

VIII. Adjourn

The meeting was adjourned at 4:47 p.m.

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