

Workforce Investment Board

Executive Committee

Minutes of April 13, 2022

Members Present: Stephen Jackson, Robin Bartholow, Judy Coffey, Steve Herron*, Roy Hurd, Scott Kincaid, Michael Pickens and Ananda Sweet

WIB Staff: Katie Greaves, Michelle Revecho, Ashley Taylor, Fabiola Garcia Almonaci, John Paul, Katie Stohlmann, and Judy Oates

* Indicates members who arrive late or leave a meeting early.

I. Public Comment

Stephen attended a networking event at Maria Carrillo High School with other industry partners who helped students explore opportunities. Youth talked about their futures, what they want to do as sophomores, and what they are doing as part of the four-year career exploration program they are involved in at the school.

Robin announced she has transitioned to her new position as Deputy Executive Director at the Farm Bureau.

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

Motion to approve Minutes of March 9, 2022: Scott Kincaid /s/ Ananda Sweet. Approved (Stephen Jackson, Robin Bartholow, Judy Coffey, Roy Hurd, Scott Kincaid, Michael Pickens and Ananda Sweet.) There were no “nay” votes and no abstentions. The motion carried.

III. WIB Business

A. Membership

- Ken Sprauge has been approved by the Board of Supervisors and will attend the next meeting as a WIB board member.

Steve Herron joined the meeting.

- Ed Barr has resigned from the WIB. Discussed if his proxy would be a good fit to represent manufacturing on the WIB. Verified the make up of the WIB current still has the appropriate membership by percentages at this time.

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Action: Stephen will ask Pat Harper if he would like to apply to the WIB.

- Steve Herron announced he will be retiring from the WIB this year and recommended that someone reach out to his proxy who is also in the banking industry, and has been actively involved in ESL programs to apply for the WIB. The committee agreed that she would make a good candidate for the WIB.

Action: Stephen will ask Celia King if she would like to apply to the WIB.

- Katie shared that Alena Wall of Kaiser recently reached out to her about what is involved in WIB membership. We currently do not have representation from Kaiser. She is currently Judy Coffey's proxy and we expect she will be applying soon.

- Proxy Discussion

Stephen and Katie lead a discussion of having WIB proxies be approved by the Board of Supervisors so that they can continue to vote in place of the member they represent when that person is not available. This means they will need to take an oath of office each time they are appointed, complete 700 forms annually, and complete ethics training every two years. Per County Counsel, if proxies are not approved by the Board of Supervisors they will only represent their member's industry and voice at the meetings, and will not be able to vote in their place.

Originally the WIB started using proxies to ensure a quorum to continue the work of the WIB in a timely manner when members were not able to attend. The Board has begun actively encouraging attendance by reaching out to those who have not attended two meetings in a row and we have not had attendance issues for over a year. There is concern that once we return to in person meetings attendance may be affected. Several board members voiced that since there is no longer an attendance issue proxies may not be needed going forward. Others said having a person who is familiar with the work of the WIB attend for them if they need to miss a meeting has been helpful. Meetings are open to the public and anyone can attend, so back up representatives can attend without being a formal proxy to meet this same level of familiarity with the work of the WIB. Staff will support either decision regarding having

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proxies. It was decided to take this issue to the full WIB at the next meeting and get their buy in and vote.

B. Attendance

The only person who has missed multiple meetings at this time was Steve Herrington.

Action: Stephen will reach out to Dr. Herrington about attendance.

C. CHD Update

Katie reported we will be releasing a request for proposal (RFP) for One-Stop-Operator services at the end of the fiscal year. California Human Development (CHD) has decided not to renew their contract to supply the One Stop Operator function at Job Link. They are not renewing for the one stop in WANB either. In history we have had failed procurements for this position. The contract amount has increased over time to \$400K a year. When the RFP for this is released it would be helpful if WIB members would forward the information to any contacts they feel would be interested.

The RFP will be prepared by staff in May, be released, a committee will then receive and score proposals, a provider will be selected, and then staff will onboard/transition the new provider in late summer/early fall. CHD will work with staff to ensure a smooth transition with some overlap. The Job Link Steering Committee will work with partners and staff to ensure there are no gaps during the transition.

IV. DEIB Next Steps

The ad hoc committee has met twice, set goals/objectives, and sent out a survey to the membership. The identified training goals are:

- 1) Develop a shared understanding of key racial equity concepts that affect local workforce.
- 2) Build awareness at every level of our board of the distinction between institutional, structural, interpersonal, and individual racism.
- 3) Equip our board with an understanding of methods to create change.
- 4) Develop the skills and competencies necessary for all board members and proxies to sensitively and productively engage in discussions about race and racism, including

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conversations that explore how race may be a significant factor in our relationships and interactions with our board and the people in the community our programs serve.

The next step is to select a trainer. Michelle, Erin, and any available ad hoc members will interview the top three candidates vetted by the county via zoom with questions and criteria selected by the committee.

The date for training will then be set according to the trainer and WIB meeting schedule. We are also looking at requesting to move the July meeting to late June if that works better for members. There will be more to report at the May WIB meeting.

V. Prepare for May WIB Meeting

Discussed having the following items on the next WIB agenda.

- Priority Populations Update
- DEIB Training Ad Hoc Committee Update
- Proxy Discussion
- Apprenticeship Committee Update
- Dr. Eyler Presentation on the Regional Workforce Industry and Analytical Services Report on the impacts of COVID for NBEC. The report has detail down to neighborhood levels.

The WIB Executive Committee will meet briefly on discussion items before the full meeting.

VI. Upcoming WIB Executive Committee Meetings and WIB Meetings

May 11, 2022	Executive Session:	2:30 pm to 2:45 pm	Via Zoom Teleconference
May 11, 2022	Full Session:	3:00 pm to 5:00 pm	Via Zoom Teleconference
June 8, 2022	Executive Session:	4:00 pm to 5:00 pm	Via Zoom Teleconference
July 13, 2022	Executive Session:	2:30 pm to 2:45 pm	Via Zoom Teleconference
July 13, 2022	Full Session:	3:00 pm to 5:00 pm	Via Zoom Teleconference

VII. Adjourn

The meeting was adjourned at 4:50 p.m.

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