

**WORKFORCE DEVELOPMENT BOARD
EXECUTIVE BOARD MEETING**

WEDNESDAY, SEPTEMBER 2, 2020, 8:00 A.M. – 9:30 A.M.

MEETING MINUTES

ATTENDANCE:

Members	Present
Phil Cothran (Chair)	X
William Sterling (1 st Vice Chair)	X
B.J. Patterson (2 nd Vice Chair)	X
Cinnamon Alvarez	X
Mike Gallo	X
Anita Tuckerman	
Jonathan Weldy	X
Joseph Williams	
WDB Staff	Present
Devra Bell	X
Sandy Harmsen	X
Marlena Sessions	X

OPENING

- 1) **Call Meeting to Order** - The Chair called meeting to order at 8:03 a.m.
- 2) **Introductions** – The Board Secretary took roll call attendance.
- 3) **Adoption of Agenda (Roll Call Vote)** –The Chair called for a motion to adopt the agenda. Will Sterling motioned; B.J. Patterson seconded the motion.

Pursuant to Government Code section 54953 (b)(2), a roll call vote was called as follows:

Consent

Phil Cothran, Chair: Aye
Will Sterling, 1st Vice Chair: Aye
B.J. Patterson, 2nd Vice Chair: Aye
Cinnamon Alvarez: Aye
Mike Gallo: Aye
Anita Tuckerman: Absent
Jonathan Weldy: Aye
Joseph Williams: Absent

Without further comment or objection, motion carried by unanimous vote.

REVIEW AND APPROVAL OF MEETING MINUTES

4) Approval of Minutes from August 19, 2020 Executive Board Meeting (Roll Call Vote)

The Chair called for a motion to approve the Minutes from the August 19, 2020 Executive Board meeting. B.J. Patterson motioned; Will Sterling seconded the motion.

Pursuant to Government Code section 54953 (b)(2), a roll call vote was called as follows:

Consent

Phil Cothran, Chair: Aye
Will Sterling, 1st Vice Chair: Aye
B.J. Patterson, 2nd Vice Chair: Aye

Cinnamon Alvarez: Aye
Anita Tuckerman: Absent

Mike Gallo: Aye
Jonathan Weldy: Aye
Joseph Williams: Absent

Without further comment or objection, motion carried by unanimous vote.

PUBLIC COMMENT

5) **Comments from the General Public** - There were no public comment cards presented.

DISCUSSION

6) Workforce Development Board Structure

Sandy Harmsen provided an overview of her role in the department over the past six months, while the process of hiring a new Director was underway. She noted that the Workforce Development Department (WDD) is no longer under the Economic Development umbrella and reports directly to the County Administrative Office at this time. Ms. Harmsen also provided an overview of the WDD staff that left the department and the progress that has been made with replacing those positions. Marlena Sessions, the new Executive Director of WDD, provided her work experience and background to the members. She reviewed a PowerPoint presentation that was focused on future goals for the Board and within the department. Ms. Sessions discussed Board structure and roles; new Board member orientation training; goals and milestones and how those could be measured for each of the committees; and lastly, she discussed the delegation of Board member requests for information.

The Chair, Phil Cothran, discussed the various committees, both current and future, as well as new Ad Hoc committees that are in the process of being developed. He first discussed a nomination committee that need to be developed, as the elections for the WDB will take place during the 4th quarter. He requested to have Mike Gallo chair the nomination committee and Cinnamon Alvarez and Scott Kuethen will also sit on that committee. Mr. Cothran also reported on two potential Ad Hoc committees, including one that reviews the AJCC offices, which will be led by Scott Kuethen; and potentially an "Industry" Ad Hoc, which may look at our key industry sectors. Lastly, the Chair discussed a new standing committee, called the Finance Committee, which will be chaired by Will Sterling.

7) Strategic Planning Retreat

Phil Cothran discussed options for having the strategic planning meeting of the General Board, since it was postponed due to the COVID-19 pandemic. There are tentative plans to re-schedule this meeting for the month of February, 2021.

ADJOURNMENT

The Chair called for a motion to adjourn. B.J. Patterson motioned; Will Sterling seconded the motion. None opposed; motion carried.

Meeting adjourned 9:28 a.m.

The next WDB Executive Board Committee meeting is currently scheduled for September 23, 2020 at 8:00 a.m. to be held via Zoom Conference.



Devra Bell – WDB Secretary