

**BOARD OF DIRECTORS MEETING MINUTES**  
**September 22, 2023**

**I. Call to Order**

Board Chair, Chris Churchill called the meeting to order at 8:32 a.m. Quorum was established.

**Members Present:** Chris Churchill, Kelli Courson, Mark DeWeerd, Tiffany Donahue, Mary Dugbartey, Celia Esposito-Noy, Deanna Hurn, Glenn Loveall, and Thomas Stuebner

**Members Absent:** Danny Bernardini, Suzanne Castano, Shannon Dodds, Mario Giuliani, Fadi Halabi, Tim Healer, Gerald Huber, Chris Huxsoll, Melvinia King, Sabrina Martin, Stephen Reese, and David Tam

**II. Introductions**

There were no introductions.

**III. Agenda Changes/Deletions**

There were no agenda changes or deletions.

**IV. Public Comment**

There were no public comments.

**V. Presentation**

**A. Working Waterfront Coalition – Guest Speaker, Sal Vaca**

Mr. Churchill gave a brief introduction about the Working Waterfront Coalition (WWC), noting there are great jobs and opportunities coming to the area. Mr. Bobby Winston and Mr. Sal Vaca provided an overview of the WWC project. Ms. Tiffanee Jones, District Director for the 11<sup>th</sup> Assembly District, provided comments in support of the coalition on behalf of Assemblymember Lori Wilson's office.

An Ad-Hoc Working Waterfront Coalition Committee was established to partner with WWC to help support their mission while the training program is being developed. Volunteers for the committee include Celia Esposito-Noy, Kelli Courson, Thomas Stuebner, Deanna Hurn, Idowu Koyejo, and Glenn Loveall.

**B. Full Capacity Marketing Outreach Project**

Mr. Aiken gave a presentation and overview of the WDB's outreach efforts through Full Capacity Marketing. The outreach campaign generated nearly 400 inquiries of individuals interested in gaining more information about the program and services WDB offers. WDB staff have reached out to these individuals and will continue to reach out to invite them to informational sessions and answer questions.

**VI. Informational Reports**

**A. Board Chair**

Mr. Churchill announced the Meeting of the Minds conference was very successful. The conference gave a fresh perspective on new technologies, and new opportunities. The goal will be to learn and build upon how different funding streams can be leveraged to help make the Board more effective in aligning the programs with available jobs and community need.

**B. Committee Chairs**

In Mr. Giuliani's absence, Ms. Henry shared the Budget Committee was not able to meet as scheduled, bringing the budget modification straight to the Board for review and approval. The Planning & Oversight Committee met on August 22<sup>nd</sup> and reviewed and approved two policies, which have been included on the consent calendar. The committee also received a presentation from Health and Social Services Public Health consultants on development and use upstream measures to continue revising performance measures. The new measures should be finalized by November's Board meeting.

### **C. President/Executive Director Report**

Ms. Henry announced there has been an improvement in enrollments and customers visiting the job center, which has been credited to the outreach that was conducted. Currently, enrollments and training enrollments have exceeded the current goals. The Fairfield-Suisun Adult School is bringing back the in-person computer class beginning in October. They are currently working with NorthStar Digital Literacy Assessment and are including the assessment to enhance the class.

Ms. Henry highlighted that First Place for Youth completed their Pharmacy Tech Pre-Apprenticeship program with CVS. So far, two have been hired. First Place for Youth is working with the other attendees on their certification. SBDC has pushed the needle in supporting small businesses with their increase in sales. So far they have supported businesses with a sales increase of \$18 million. The New Board Member Orientation is being finalized and will tentatively be held November 2<sup>nd</sup>. An invitation will be sent to new members and will also be extended to more tenured Board members as a refresher.

Staff is working with California Workforce Association (CWA) to develop an action plan that will tie the strategic plan and Real Role of Workforce Boards goals together. Action planning will begin in January with more details available at the November meeting.

September is National Workforce Development month. To support workforce efforts, a Resolution was presented to WDB by the Solano County Board of Supervisors at their August 22<sup>nd</sup> meeting. A group of staff attended. The staff's workforce efforts were highlighted. The Celebrating Solano's Workforce event was held at the Vacaville Travis Credit Union where members of the community were nominated in various categories to honor and celebrate local "workforce heroes." Mike Silva, Vacaville Councilmember, served as the Master of Ceremonies. A photo collage was shared with the Board highlighting the event.

### **D. Reports**

There was no discussion on this item.

## **VII. Consent Calendar**

### **A. Approval of July 21, 2023, Meeting Minutes**

### **B. Review and Approval of the Lower living Standard Income Level & Poverty Guidelines Policy**

### **C. Review and Approval of the On-the-Job Training Policy, Change 2**

#### **MOTION #1**

**A motion was made and seconded to approve the consent calendar, as presented.**

**(Esposito-Noy/DeWeerd) MOTION PASSED UNANIMOUSLY**

## **VIII. Action Items**

### **A. Approval to Elect Board Member, Ms. Shannon Dodds, to Serve as Board Vice-Chair the Duration of the Two-Year Term of Office through June 30, 2024**

Ms. Henry shared that Ms. Dodds was not able to attend the meeting. Mr. DeWeerd gave a brief overview of the Nomination Committee meeting, and the decision was to move forward with Ms. Dodds as the nominee to fill the Vice-Chair seat.

#### **MOTION #2**

**A motion was made and seconded to approve the election of Ms. Shannon Dodds to serve as Board Vice-Chair the duration of the two-year term of office through June 30, 2024.**

**(Esposito-Noy/Hurn) MOTION PASSED UNANIMOUSLY**

**B. Approval of the New Workforce Board Appointments; Ms. Idowu Koyejo of Teme Salon LLC, and Ms. Janice Fera of Solano Adult Education Consortium**

Ms. Henry shared that Ms. Koyejo was present for the Board meeting. Ms. Koyejo introduced herself and gave a brief overview of her background and her involvement in the community. Ms. Henry added that Ms. Donahue would not be renewing her membership with the Board as the Solano Adult Education Consortium representative so that Ms. Janice Fera, new staff to Solano Adult Education Consortium, may step in as a Board member. Ms. Donahue thanked the staff and Board for the time she has been part of the Board.

Ms. Henry added that staff are working to bring two other Board member appointments to the Board for approval in November. One member will be a representative of Jelly Belly and the other will be a representative of the Solano County Farm Bureau.

**MOTION #3**

**A motion was made and seconded to approve the appointments, as presented.  
(Stuebner/DeWeerd) MOTION PASSED UNANIMOUSLY**

**C. Review and Approval of the First Modification to the Fiscal Year 2023-24 Budget**

Ms. Henry gave a brief overview of agenda item VIII.C, which was included as part of the agenda package and incorporated herein, noting this is the first modification of the fiscal year budget. The fiscal year budget originally presented in May represents the preliminary budget. The first modification includes final June's close out and carry over numbers.

**MOTION #4**

**A motion was made and seconded to approve the first modification to the Fiscal Year 2023-24 Budget.  
(Stuebner/DeWeerd) MOTION PASSED UNANIMOUSLY**

**D. Review and Approval of the Executive Succession Plan Policy**

Ms. Henry gave a brief overview of agenda item VIII.D, which was included as part of the agenda package and incorporated herein, noting an Ad-Hoc Success Plan Committee was formed at the request of the Executive Committee should there be a change in leadership. The plan outlines the Board's role, Board Chair's role, formation of a Transition Committee, and general concepts of what the recruitment for an Executive Director looks like. The Ad-Hoc committee met twice to draft and finalize the plan.

**MOTION #5**

**A motion was made and seconded to approve the Executive Succession Plan Policy  
(Esposito-Noy/DeWeerd) MOTION PASSED UNANIMOUSLY**

**IX. Discussion Items**

**A. California Workforce Association's 2023 Meeting of the Minds Conference Recap**

This item was discussed during the Board Chair and President/Executive Director Informational Reports.

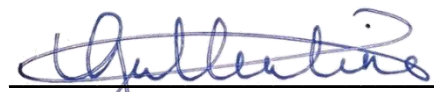
**B. Prioritizing Program Information Reported to the Board of Directors**

Due to timing, this discussion topic will be presented at the November Board meeting.

**X. Adjournment**

The meeting was adjourned at 10:33 a.m.

Respectfully submitted by:

  
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Tammy Gallentine, Executive & Board Support Specialist