



AGENDA

Workforce Development Board (WDB) Meeting
 Humboldt County Office of Education, Annex Room, 901 Myrtle Ave, Eureka
 February 14, 2020 8:30 - 10:30 a.m.

Time	Agenda Item	Who	Action
8:30	Opening <ul style="list-style-type: none"> • Meeting Called to Order • Introductions • Board and Executive Director Announcements • Adjustments to Agenda • Public Comment 	Chair Staff	Discussion
8:45	Consent Agenda <ul style="list-style-type: none"> • Approval of minutes from 11/08/2019 Attachment A • Approval of Executive Director’s Report Attachment B • Approval of New Board Members Attachments C 	Chair	Approve Consent Agenda
8:55	Form 700 Requirement Tracy Damico-Deputy Clerk of the Board	Chair	Discussion
09:10	WIOA Quarterly Program Reports Youth program Adult and Dislocated Worker/AJCC Report Attachment D, E	Chair Staff	Discussion
09:40	Rapid Response Program Update Overview of Allowable Activities Attachment F NorthCoast Small Business Development Center	Chair Staff NCSBDC	Discussion
10:30	Meeting Adjourned The next WDB meeting will be held on May 8 th , 2020 from 8:30 - 10:30 a.m. at the Humboldt County Office of Education, Annex Room	Chair	

Auxiliary aids and services are available to individuals with disabilities upon request. Please call 707-445-7745 at least 72 hours prior to the meeting.



February 14, 2020

To: Workforce Development Board (WDB)

From: Cara Owings, Executive Director

Re: Executive Director's Report

Membership Update

Vacancies	
Member	Seat
Vacant	Native American Employment and Training Agency (Community Organization)
Vacant	Private Economic Development Seat

On January 15th I have received John Woolley's resignation from the Workforce Development Board. We are grateful for his many years of service on the WDB and wish him a restful and relaxing retirement.

At the start of the new calendar year, the Board of Supervisor rep to the Workforce Development Board changed from Rex Bohn to Virginia Bass. Supervisor Bohn will stay involved with the WDB, but serve in the alternate seat.

We currently have two positions listed above. If the Board knows of any qualified candidates, please assist in the recruitment for filling these positions. Contact Cara Owings, WDB Executive Director for the application or see our website. It is preferred that candidates also provide their resume in case of having multiple applications for one seat.

Staff Update

Hiring

We have hired Julie Frisbie as and Extra-Help Analyst to assist with the Business Engagement Survey that will launch on 02/05/2020. The survey will also be shared digitally through multiple Chamber of Commerce newsletters and through direct email to employers.

Catherine Carter has been hired as a permanent Administrative Analyst II. She fills the position that was vacated when Debbie Damiano retired. Catherine brings 10+ years of County of Humboldt Experience, having previously worked for the Court Clerk office and the Tax Collector/Treasury office. We are excited to have her on board with the Economic Development Team.

Regional Trainings Update

Youth Based Apprenticeship Model Information Session- March 5th

Motivational Interviewing – March 10th -12th

Employer Engagement Event for Prison to Employment-Eureka- March 26th

Employer Engagement Event for Prison to Employment-Southern Humboldt March 27th

We were able to bring two local youth to the Youth@Work Conference in San Jose. The local youth were selected to present to the attendees of the conference. Both youths felt empowered and inspired after the conference and would like to thank the WDB for this opportunity.

Grant Initiatives

Prison To Employment Planning

This funding ends in March. The two employer engagement events will be the final objectives completed for this grant. We are looking forward to engaging with local employers and representatives from the [Ascend](#) program. The goal of these events is to provide more information and motivation for employers to work with our partners on the Prison to Employment Implementation project.

Prison To Employment Implementation

This project is in the early stages of activities. We have conducted one Mindfulness training for staff and service providers that will be working on this initiative.

National Health Emergency Dislocated Worker Grant to address the opioid crisis update

The State Employment Development Department awarded the WDB \$1, 655,872 to serve a minimum of 35 participants with temporary jobs and career training services in the health professions. We are still actively recruiting participants and work sites. Please refer potential participants to The Job Market to receive more information. One of the requirements for participants to be eligible for this program is to be currently unemployed. Additional work sites are needed for this program. Aegis -Eureka is opening soon, and is interested in being a partner.

Workforce Accelerator Fund 7.0 CareerHUB

We conducted the first training for CareerHUB on November 13th. We are planning an additional training and follow-up meeting in late March. Humboldt State University's California Center for Rural Policy (CCRP) has been brought on as an evaluator.

Regional Planning Implementation 3.0 and

On January 21st the WDB was notified of the receipt of a \$325,000 grant award for the North Coast Regional Planning Unit. This grant term is April 1st through September 21 30 2021. The purpose of the RPI/Slingshot 3.0 funding is to support the RPUs in their efforts to develop regional leadership, and organize regional industry leaders and workforce, education, and economic development partners to attain scale and impact.

The Humboldt County Office of Education will use funding to pilot the workforce pipeline, which will place high school students in a Youth-based apprenticeship program. This program will benefit local businesses, offer many youth their first opportunity to explore employment, and offer a fresh perspective on apprenticeships, based on the European model.

Thank you to Allison and Susi Huschle for your efforts on this initiative.

SB1

The RFA for SB1-High Road Construction Careers was released in late November 2019. While previous grant applications from the California Workforce Development Board set boundaries that align with the states Regional Planning Units (RPU'S). This RFA deviated from historical grant announcements. HC-WDB anticipated being able to apply as a standalone region, however County of Humboldt was included in Region 9, which included Del Norte, Shasta, Trinity, Lassen, Tehama, Modoc and Siskiyou Counties. This geographic grouping was not anticipated and resulted in the redirection of our grant application. The Executive Director's of the HC-WDB and SMART Business Resource Center met with leadership of the Humboldt Del-Norte and Northeastern Building Trades Councils to best strategize how to create an application and program that will meet our needs. It was decided to partner with North Central Counties Consortium and Mid-Valley Building Trades Council to submit a combined application for this proposal. Included in the proposal are 2 MC3 Trainings in Humboldt County with funding to provide stipends and curriculum to 20 participants at each training. The goal is to conduct the first MC3 training during the late fall-winter season of 2020. We are currently working with potential partners on securing in-kind donations of training space for this course. We anticipate to hear award announcements in April 2020.



APPLICATION FOR APPOINTMENT

PART I – Personal Information			
Applicant Name (Last, First, and Middle Initial) <i>Seaman, Susan L</i>	Home Telephone	E-Mail Address	
Mailing Address	City	State	Zip
Residence Address (if different from mailing address)	City	State	Zip
Name of Business, Agency, or Tribe <i>Arcata Economic Development Corp.</i>	Occupation/Title <i>Program Director</i>		
Business Address <i>767 K St</i>	City <i>Eureka</i>	State <i>CA</i>	Zip <i>95501</i>
Business Phone <i>(707) 498-6132</i>	Business Fax		

Please provide three references (name, address, phone # and e-mail)

<i>1. Ross Welch,</i>	
<i>2. Gregg Foster,</i>	
<i>3. Donna Wright</i>	

Please indicate which industry you represent

PRIVATE INDUSTRY (please specify which sector you represent)

- | | |
|---|---|
| <input type="checkbox"/> Diversified Health Care | <input type="checkbox"/> Specialty Food, Flowers, and Beverages |
| <input type="checkbox"/> Building and Systems Construction | <input type="checkbox"/> Investment Support Services |
| <input type="checkbox"/> Management and Innovation Services | <input type="checkbox"/> Niche Manufacturing |
| <input type="checkbox"/> Forest Products | <input type="checkbox"/> Tourism |
| <input type="checkbox"/> Other: | |

PUBLIC INDUSTRY (please specify which sector you represent)

- | | |
|---|--|
| <input type="checkbox"/> Wagner-Peyser Act | <input checked="" type="checkbox"/> Economic Development |
| <input type="checkbox"/> Board of Supervisors Representative | <input type="checkbox"/> Vocational Rehabilitation |
| <input type="checkbox"/> Assembly/State Representative | <input type="checkbox"/> Labor Organization |
| <input type="checkbox"/> Education (specify) | <input type="checkbox"/> College of the Redwoods |
| <input type="checkbox"/> Adult | <input type="checkbox"/> K-12 |
| <input type="checkbox"/> Community Based Organization (specify) | |
| <input type="checkbox"/> Native American Employment Development | <input type="checkbox"/> Child Care |
| <input type="checkbox"/> Employ People with Barriers | <input type="checkbox"/> Youth Employment, Training, or Education |
| <input type="checkbox"/> Train People with Barriers | <input type="checkbox"/> Federally Fund Programs/Services for Low-Income Residents |

PART II – Guidelines

The following guidelines have been developed to assist the Board of Supervisors in the process of recruiting and appointing new Workforce Development Board members.

To become a member of the Workforce Development Board, you must:

1. Represent the sector for which you are applying (be an owner of a business, a chief executive/operating officer of a business or agency, or other business executive or employer with optimum policy-making or hiring authority).
2. **Private Sector** seats require a formal nomination by an open-membership business organization (i.e., a chamber of commerce or a professional or business organization such as Kiwanis or Rotary), a business trade association, or an agency board of directors. **Labor Union** seats require a formal nomination from a local labor federation. All other seats require no formal nomination. **Your nomination must be secured prior to submitting this application by completing Part III below.**
3. Forward the completed application to:

Workforce Development Board
 520 E Street
 Eureka, CA 95501
 Attn: Cara Owings, WDB Executive Director
cowings@co.humboldt.ca.us

Applicants selected for appointment will be required to file Form 700, Statement of Economic Interest.

For questions or additional information, please call (707)445-7745
or visit our website @ <http://humboldt.gov.org/1709/Workforce-Development-Board>

PART III – Nomination

PLEASE NOTE: Private Sector and Labor Union applications must secure the nomination and signature as described in Part II - #2 above, prior to submitting the application to the Workforce Development Board.

(Agency/Organization/Association Name)

hereby formally nominates

(Applicant's Name)

for appointment to the Workforce Development Board of Humboldt County

Signature of Chair/Director/Chief of Nominating Agency

Date

PART IV – Applicant Certification and Signature

I hereby certify all answers and statements are true and complete to the best of my knowledge. I understand the County may verify information and that untruthful or misleading answers are cause for rejection of this application.



Signature of Applicant

10/10/19

Date

FOR OFFICE USE ONLY:

Date Rec'd:

Staff:

Submittal Date:

Regions	Contractual Obligations																				
	Registered Youth Participants (Aggregate)		Minimum Registered Target		New Enrollments (Aggregate)				Newly Enrolled Annual Target		In-School Youth (Aggregate)				Out-of-School Youth (Aggregate)		Exits (Aggregate)		Carry In Enrollments		
	Q1	Q2	Q3	Q4	Annual Total	Q1	Q2	Q3	Q4	Annual Total	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Annual Total		
Eastern Humboldt	10	12			12	3	5			8	4	4			6	8			1	4	7
Eel River Valley	7	9			17	3	5			11	3	3			4	6			0	2	4
Eureka	12	13			23	3	4			16	4	4			8	9			4	9	9
Northern Humboldt	18	20			18	0	2			11	1	2			17	18			0	6	18
Southern Humboldt	12	15			11	3	6			7	2	2			10	13			0	4	9

Data Source: CalJOBS

Smart Business Resource Center

Quarter 2- 2019-2020

The Job Market

Program	Carry In Enrollments	New Enrollments	Entered Employment
WIOA Adult	24	15	15
WIOA Dislocated Worker	20	7	13
Total Number of New WIOA Applications			22
Total WIOA On-the-Job Placements			2
Total WIOA Participants to receive Vocational Training			28
WIOA Adult and Dislocated Worker with Measurable Skills Gains			19
WIOA Adult and Dislocated Worker with Credential Attainment			23

Categorization of Rapid Response Activities
Title 20 Code of Federal Regulations Notice of Proposed Rule Section 682.330

Activity	Required	Allowable	Prohibited
Conducting planning meeting with employer	X		
Assessing layoff aversion potential	X		
Conducting orientation meeting with employees	X		
Providing TAA orientation	X		
Delivering/ mailing Rapid Response informational materials	X		
Providing access to CalJOBS SM and SkillsMatch on-site, using company's or mobile facility	X		
Enabling participants to register with America's Job Center of California SM onsite	X		
Job fair or information expo focused on one or more dislocation events, at or not at the dislocation site	X		
Coordinating Labor-Management/Workforce Transition Committee	X		
Providing information about services available in the AJCCs and setting up systems to provide on-site access to information and services	X		
Providing training orientation on industry specific opportunities (ex: Biotech)	X		
Providing resources for food, shelter, clothing and other emergency assistance	X		
Conducting Business Engagement Activities	X		
Conducting Research on Business Activities	X		
Devising layoff aversion strategies with employer	X		
Providing layoff aversion technical assistance to employer	X		
Conducting business services workshops	X		
Training affected workers to upgrade skills for another position in company	X		
Attending Regional Roundtable		X	
Attending conferences		X	
Conducting interview technique workshops		X*	
Conducting job search assistance and resume writing workshops		X*	
Completing Unemployment Insurance applications			X
Job fair or information expo not related to a dislocation event			X

* Local Workforce Development Areas may conduct group workshops (e.g. job search assistance and/or resume writing workshops) as part of on-site Rapid Response to business closures or significant layoffs and charge the cost to their 25 Percent Rapid Response funds if they have determined, in consultation with the local workforce services manager, that EDD workforce services staff are not available to conduct such workshops.