Humboldt County Workforce Development Board Meeting

Location: Humboldt County Office of Education Annex
901 Myrtle Ave, Eureka, CA 95501

Public Attendance Options:

In Person at address listed above.

Virtual via Teams You may access the live stream of the meeting by using the following link:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NGEwYTVjOTM2ZTY5Ni00ZmQxLWFjZGUtMDE5NGUxNjUwNmJI%40thread.v2/0?context=%7b%22Tid%22%3a%22%22%22%22%22%22c00ae2b6-4fe8-44f1-9863-7b1ad4b27cb%22%22%22%22%22%22a6798585-e118-42bf-83ed-ec08785a30e0%22%7d

Email Public Comment: To submit public comment to the Full Workforce Development Board, please email sadair@co.humboldt.ca.us. Provide your name and the agenda item which you wish to comment. All public comment submitted after the agenda has been published will be included with the administrative record after the fact.

Virtual Public Comment: When it is time for public comment on the item you wish to speak on, the Workforce Development Board Chair will ask for public comment. You may virtually raise your hand using the raise hand function on Teams and staff will unmute your phone. Staff will then ask you to state your name and begin your comment. You will have 3 minutes to comment.

Phone Public Comment: You may call into the meeting by dialing 1 949 508 0813 and entering using meeting Webinar ID 230 039 960#. When it is time for public comment on the item you wish to speak on, the Workforce Development Board Chair will ask for public comment. Staff will unmute phone lines and you may introduce yourself and express your desire to speak. Staff will then ask you to state your name and begin your comment. You will have 3 minutes to comment.

The County of Humboldt is committed to providing equal access to all county programs, services, and activities through the provision of accommodations for individuals with disabilities as required under the Americans with Disabilities Act (ADA). With 72 hours prior notice, a request for reasonable accommodation or modification can be made. Please contact the CAO’s Office of Economic Development at 707-445-7745, by email gohumco@co.humboldt.ca.us or the ADA Coordinator at 844-365-0352 or by email at ada@co.humboldt.ca.us.
AGENDA

Date: 2/16/2024

Time: 9:00AM

Opening

1. Meeting called to order
2. Roll call
3. Adjustments to the agenda
4. Public comment on non-agenda items

Consent Items

5. November 17, 2023, meeting minutes (Attachment A)
6. Policy Updates (Attachments B & C)
7. Grant detail (Attachment D)
   a. Public Comment
   b. Action

Items Pulled from Consent

a. Discussion
b. Public comment
c. Action

Action Items

8. Membership applications (Attachment E)
   a. Discussion
   b. Public Comment
   c. Action

   a. Discussion
   b. Public Comment
   c. Action
Discussion Items

10. Quarterly Job Market (AJCC) report (Attachment G)
   a. Discussion
   b. Public comment

11. Chief Local Elected Official (CLEO) updates
   a. Discussion
   b. Public comment

12. Bylaw ad hoc
   a. Discussion
   b. Public Comment

13. Board orientation packet ad hoc
   a. Discussion
   b. Public Comment

14. Offshore Wind ad hoc
   a. Discussion
   b. Public Comment

15. Director and Staff updates
   a. Discussion
   b. Public comment

16. 10:30 Labor Union Presentation
   a. Discussion
   b. Public Comment

17. 11:15 Childcare Presentation
   a. Discussion
   b. Public Comment

Adjourn
AGENDA DETAIL

ITEM 5
November 17, 2023 Minutes

DISCUSSION
Receive and review the November 17, 2023, meeting minutes for any discrepancies or mistakes.

ACTION
Approve the November 17, 2023, minutes via consent.

ITEM 6
Policy Update

DISCUSSION
Receive and review the updated and redlined Procurement policy. The changes made are to align the payment thresholds to the County’s which change yearly and is sensitive to economic environments. The board will also receive and review a new work experience policy which will delineate better guidelines for your providers.

ACTION
Approve the required local policy on procurement and purchasing and the newly developed local policy on work experience, via consent.

ITEM 7
Grant Detail

DISCUSSION
Receive and review grant spreadsheet, detailing current grants, their program, and status.

ACTION
Approve the list of current grants, via consent.

ITEM 8
Membership Applications

DISCUSSION
Review the following four (4) HCWDB applications: 1) Ashley Vellis representing Ashley’s Seafood, a private business seat. 2) Chris Albright representing O&M Industries, a private business seat 3) Cindy Bumgarner representing Cal Poly Humboldt, satisfying a required higher education seat; and 4) Emilia Bartolomeu representing the Employment Development Department, satisfying the required Wagner-Peyser seat. Applicants have been reviewed and recommended by the HCWDB Executive Committee to present to the full HCWDB for
recommendation for appointment by the Humboldt County Board of Supervisors. Discuss applications and consider the impact of appointment to HCWDB’s board composition.

**ACTION**
Approve the applications for recommendation for appointment to the HCWDB by the Board of Supervisors.

**ITEM 9**
**HCWDB Appointment to the Bureau of Ocean Energy Management’s (BOEM) Offshore Renewable Energy Intergovernmental California Task Force**

**DISCUSSION**
The Humboldt County Workforce Development Board been asked to appoint representatives to BOEM’s Offshore Renewable Energy Intergovernmental California Task Force. Nomination can be of staff and/or board members. The requirements of the task force and burden is yet unknown. Attached are suggested nominations for HCWDB review, discussion and approval.

**ACTION**
Approve nominations for HCWDB representation on BOEM’s Offshore Renewable Energy Intergovernmental California Task Force.

**ITEM 10**
**Quarterly Job Market (AJCC) Report**

**DISCUSSION**
Receive an update on the work being delivered by the Humboldt Workforce Coalition, the HCWDB’s subrecipient, procured for purposes of running and the Job Market and administering WIOA programs. Additionally, receive quarterly update regarding the region’s performance metrics.

**ITEM 11**
**Chief Local Elected Official (CLEO) updates**

**DISCUSSION**
Receive an update on the work of the Humboldt County Board of Supervisors which has impacts on workforce development.

**ITEM 12**
**Bylaw Ad Hoc**

**DISCUSSION**
Receive an update from the Bylaw ad hoc committee on their activities and progress since the last HCWDB meeting.

ITEM 13
**Orientation Packet Ad Hoc**

**DISCUSSION**
Receive an update from the HCWDB Orientation ad hoc committee on their activities and progress since the last HCWDB meeting.

ITEM 14
**Offshore Wind Ad Hoc**

**DISCUSSION**
Receive an update from the Offshore Wind ad hoc committee on their activities and progress since the last HCWDB meeting.

ITEM 15
**Director and Staff Updates**

**DISCUSSION**
Receive updates on the work being done by HCWDB executive director and staff to support the HCWDB’s direction, programs and Regional and Local Plans.

ITEM 15
**Labor Union Presentation**

**DISCUSSION**
10:30 Receive a presentation from the California Labor Federation on workforce activities and endeavors within labor unions.

ITEM 17
**Childcare Presentation**

**DISCUSSION**
11:15 Receive a presentation from members of the Humboldt County Childcare Stabilization program.
Humboldt County Workforce Development Board Meeting

Location: Humboldt County Office of Education Annex
901 Myrtle Ave, Eureka, CA 95501

Date: 11/17/2023  Time: 9:00AM

Opening

1. Meeting called to order 9:05 AM
2. Roll call
   - Daniel Dixon-Left at 10:58AM
   - Dennis Leonardi
   - Michelle Bushnell-excused.
   - Shelley Nilsen
   - Lee Cunningham
   - Kerry Venegas
   - Jeff Hunerlach-excused.
   - Cedar Reuben
   - Rex Bohn
   - Megan Bonham
   - Rosemary Den Ouden
   - Madison Flynn-excused.
   - Leslie Castellano
   - Mark Plubell-excused.
   - Treston Shull
   - James Forbes
   - Tanya Trump-excused.
   - Tim Hooven
   - Brian Mistler
   - Kenny Carswell
   - Gary Huddle
   - John McEntagart
   - Swan Asbury
   - Eddie Blakeslee
   - Kevin Lennox
3. Adjustments to the agenda
   • Remove #15, bring it back for future meeting.

4. Public comment on non-agenda items
   • Public comment Period provided, none given.

Consent Items

5. August 18, 2023, meeting minutes (Attachment A)
   • Board suggested edits to the meeting minutes.

6. Local policies (Attachment B)
7. Grant detail (Attachment C)
8. RFP closure and Cal Poly Humboldt contracts (Attachment D)
   a. Public Comment
   • Public comment period provided, none given.
   b. Action
   • Board member Dr. Mistler motions and member Nilsen seconds to approve the minutes and the consent agenda items.
   • Motion passed unanimously.

Items Pulled from Consent

   a. Discussion
   • Correction to add name to meeting minutes, staff will make change, member Reuben for adjustment.
   b. Public comment
   • Public comment period provided, none given.
   c. Action
   • Board Member Mistler motions and Board Member Nilsen seconded. Motion passed unanimously.

Action Items

9. Membership applications (Attachments E, F & G)
   a. Discussion
   • Members discussed the membership applications received 2 new member applications and process of becoming part of the board.
   b. Public Comment
c. Action
   • Board Member Cunningham makes motion to approve, Board Member Shull seconds the motion. Motion passed unanimously.

10. Industries and targets of opportunity (Attachment H)
   a. Discussion
   • Members asked for clarification on the process of Target Industries.
   b. Public Comment
   • Public comment period provided, none given.
   c. Action
   • It was motioned by Board member Nilsen and seconded by Member Shull. Motion passed unanimous.

11. Priority of service and target populations (Attachment I & J)
   a. Discussion
   • Members discussed the Priority of service and target populations based on activity from the HCWDB Retreat. Board direct staff to initiate the starting point in discussions at future meetings.
   b. Public Comment
   • Public comment period provided, none given.
   c. Action
   • It was motioned by Vice Chair Leonardi to point ad hoc committee to work with in conjunction with staff and seconded by Board member Cunningham. Motion passed unanimously.

12. Local and Regional Plan updates (Attachment K & L)
   a. Discussion
   • Members discussed and asked clarification on Local and Regional Plan updates changes they are wanting to see moving forward.
   b. Public Comment
   • Public comment period provided, none given,
   c. Action
   • It was motioned by Board Member Shull and seconded by Board Member Cunningham. Motion passed unanimously.
Break 10:25AM-7 min break.
Resumed 10:32AM

Discussion Items

13. 10:30 Creative Arts in the travel and tourism industry
   a. Discussion
      • Leslie Castellano, Calder Johnson, Tracy Hudak, Brenda Perez and gave a presentation about the Creative Arts in travel and tourism industry on workforce development and the impact on the county.

   b. Public comment
      • Public comment period provided, none given.

14. Quarterly Job Market (AJCC) report (Attachment M)
   a. Discussion
      • Kate Shea gave a presentation on the Quarterly Job Market report. Members discussed and asked questions about the funding and what it is used for and what specific grants mean and what they fund.

   b. Public comment
      • Public comment period provided, none given.

15. Chief Local Elected Official (CLEO) updates SKIPPED and bring back.
   a. Discussion
   b. Public comment

16. Bylaw ad hoc
   a. Discussion
      • Members discussed the current Bylaw ad hoc progress and update from previous meeting.

   b. Public Comment
      • Public comment period provided, none given.
17. Board orientation packet ad hoc
   a. Discussion
      • Members discussed and asked questions about the update on the progress for ad hoc committee and what they would like to see moving forward.
   b. Public Comment
      • Public comment period provided, none given.

18. Offshore Wind ad hoc
   a. Discussion
      • Staff gave an update on the Offshore Wind and port development and members asked clarifying questions about the current process.
   b. Public Comment
      • Public comment period provided, none given.

19. Director and Staff updates
   a. Discussion
      • Director Adair gave an update to the board about staff progress with staff attending different meetings, fiscal and programmatic monitoring and staff assisting the Job Market and working with Cal Poly HSU.
   b. Public comment
      • Public comment period provided, none given.

20. Future agenda items
   a. Discussion
      • Members discussed future agenda items they want to see in the future, Chief Elected Official (CLEO) updates to come back to future meeting, and bring back more general updates about Offshore Wind and Port Development.
   b. Public comment
      • Public comment period provided, none given.

Adjourn- 11:59AM
TO: All Humboldt County Workforce Innovation and Opportunity Act (WIOA) Staff, Subrecipients and Service Providers

FROM: Humboldt County Workforce Development Board

EFFECTIVE: Effective Upon Local Workforce Development Board Approval

SUBJECT: Procurement and Purchasing of Good and Services

REFERENCES: 2 CFR 200.317-326, WSD17-08

PURPOSE:
To provide guidance for Humboldt County Workforce Development Board (HC-WDB) Staff and Subrecipients regarding the procurement requirements of the Workforce Innovation and Opportunity Act (WIOA), Department of Labor Regulations (DOL), State Directives, and HC-WDB policy. The guiding principle for all procurement actions is to purchase necessary, high-quality goods and services for a fair and reasonable price, and to ensure full and open competition among suppliers.

BACKGROUND:
The provided policy is a legal requirement under WIOA law for each local boards to have a written procurement and purchasing policy integrating local jurisdiction and federal uniform code law.

DEFINITIONS:
Bidder’s Conference is an open exchange between purchasers and vendors to help ensure a clear understanding of contract requirements.

Cost Analysis is the line-item by line-item examination of the estimated or actual cost of contract performance to determine the probably cost to the vendor. This is a more detailed and costly method than price analysis in terms of both time and manpower.

Equipment (Goods) is defined as tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit, including costs related to the property’s final intended use. Purchases of equipment require prior approval from the State and HC-WDB staff.
**Price Analysis** is the process of examining and evaluating a proposed price without evaluating its separate cost elements and proposed profit. This process determines whether the price is fair and reasonable.

**Single Transaction** is a single solicitation for a single item (e.g., copying machine), group of related items (e.g., office furniture), or a specified service (e.g., staff training). Purchases are not to be broken down into smaller components to avoid more stringent procurement requirements.

**Subrecipient** is a legal entity to which a subaward of federal funds is made and that is accountable to the grantee for the use of the funds provided. The terms “recipient” and “subrecipient” are often used interchangeably with “grantee” and “subgrantee.”

**Supplies** are tangible personal property other than equipment.

**Vendor** is a dealer, distributor, merchant, or other seller providing goods or services that are required for the conduct of a federal program.

**POLICY:**

This policy is to ensure all procurement and purchase methods practiced by the Humboldt County Workforce Development Board (HCWDB), and its subrecipients, comply to a full and open competition pursuant to Uniform Guidance 200.319. No transaction in any way shall restrict fair competition, unfairly promote a single contractor or good, place excess burden on the contractor, or present a conflict of interest.

All subrecipients of the HCWDB must adopt this policy or have written procedures that include, but are not limited to, the following:

- Written standards of conduct, including conflict of interest provisions and disciplinary actions for violations. The conflict of interest standards must also address the requirements of 29 CFR 667.200(a)(4) related to State and Local Workforce Development Board (local board) members.
- A system that that provides for full and open competition whenever possible. Awards should be made based on a responsive bid or offer. The one most advantageous to the grantee after consideration of price, quality, and any other factors contained in the solicitation should be chosen.
- Procedures to detail the review of prospective procurements to avoid purchase of unnecessary or duplicate items, including analysis of lease versus purchase.
- A list of the types of procurement including when and how to use them.
- Limited conditions under which sole source procurement may occur.
- Requirements for a price or cost analysis.
- Solicitations must provide for clear and accurate descriptions of the goods or services being procured. The description must not contain features that restrict competition. They must include all requirements that must be fulfilled and all other factors used in evaluating bids or proposals. Any technical requirements must be described in terms of functions to be performed or performance required, including a range of acceptable or minimum acceptable standards.
Specific features of “brand-name or equal” descriptions must be included, if included in the solicitation. If procuring goods or certain types of services, the acceptability of metric measurements.

- A cost sharing process (whenever applicable).
- Documentation of each of the significant steps followed in making an award to include selection criteria, agreement type, basis for contract price, and independent agency estimate of price.
- Procurement records shall be maintained in a procurement file for three years following submission of the final expenditure report for the funds utilized for each procurement.
- A process to ensure that awards are made only to responsible contractors with the ability to perform successfully.
- Protest procedures to handle disputes related to both award and administration of contracts.

What more, procurements shall be “necessary and reasonable” to the operation of the WIOA-funded programs. To do so, the purchase shall conform to the following:

- Comply to uniform guidance and other local and state policies and procedures.
- Categorized as direct or indirect. In the case of indirect costs, they shall be allocated pursuant to an approved cost allocation procedure shared with the HCWDB and proportionate to program needs.
- Comply with generally accepted accounting principles.
- Shall not be used as matching requirements for other programs.
- Must be adequately documented.
- Costs shall not be shifted to additional programs to overcome fund deficiencies or to circumvent federal restrictions.
- May benefit organizational operations as long procurement is necessary to the WIOA program and cost can be distributed proportionately to relative benefit.

PROCUREMENT METHODS

Goods and services must be procured using one of the following five methods: micro purchase, small purchase, sealed bids, competitive proposals, and non-competitive proposals (sole source). While the first four procurement methods have cost amount requirements, sole sourcing can be used for a transaction of any amount with proper justification. In the absence of sole source justification, one of the other procurement methods must be used.

MICRO PURCHASES

A micro purchase is the appropriate procurement method only when the per transactions value of a purchase is less than $1,000 as set by the yearly County of Humboldt Purchasing threshold. This threshold changes yearly, and it is the responsibility of subrecipients to inquire every fiscal year the updated range.
SMALL PURCHASES

This type of procurement method is used when the “per transaction” value of a purchase is less than $50,000 but above $1,000, as set by the yearly County of Humboldt Purchasing threshold. This threshold changes yearly, and it is the responsibility of subrecipients to inquire every fiscal year the updated range. Small Purchase procurement is most commonly used for supplies, goods and basic services. Procurement selection shall be made on the lowest price viable calculated by a price analysis with respect to utilizing small, minority, local, or women owned businesses as well as availability of goods or services, availability, delivery time, and location.

Small purchases made must be filed with proper documentation including:

- The reason for selecting the small purchase method.
- Estimate of potential purchase price (see note below)
- A description of goods or services being purchases, including the quantity and any additional criteria used to determine the procurement decision.
- All providers contacted/considered and the prices offered using current catalogs, price lists, prior sales receipts, or formal quotes depending on the amount of the purchase.
- Why the provider was selected, including how the provider met any additional criteria with the price analysis.
- Copy of the purchase document (i.e., sales receipt, contract).

Small purchases exceeding $10,000 shall utilize a Request for Quote (RFQ) process. The RFQ must specify the quantity, time frame, and requirements of the product or services being sought. A minimum of three quotes shall be collected via catalogue list prices or written by the RFQ applicant.

Any purchases which exceed $50,000 as set by the yearly County of Humboldt Purchasing threshold, shall utilize either the Sealed Bids or Competitive procurement process. This threshold changes yearly, and it is the responsibility of subrecipients to inquire every fiscal year the updated range.

SEALED BIDS

When the nature of the good or service to be purchased can be precisely defined the sealed bid procurement may be utilized. The sealed bid process begins with issuance of an Invitation for Bid (IFB). The IFB will be publicly solicited or advertised through newspapers, local advertising and trade papers to ensure proper transparent processes. The IFB shall define the quantity, timeframes, and product requirements. Bids shall be submitted electronically or via mail as specified in the IFB’s solicitation. A diligent effort should be made to secure at least three competitive bids. If only one bid is obtained and that bidder is deemed to be responsible, then the noncompetitive or sole source process shall be used. The lowest responsible bidder shall be chosen for their service. Any bid which does not meet the requirements as listed in the solicitation shall be rejected immediately.

Proper documentation for a sealed bid purchase includes:

- The reason for selecting the sealed bid method.
- The subrecipient’s estimate of the potential purchase price.
• A copy of the IFB.
• Bids received.
• Determination of the responsibility of the bidder.
• Why the provider was selected.
• Copy of the award document.

COMPETITIVE PROPOSALS (RFP)

This method shall be used when the nature of the goods to be acquired cannot be defined as precisely as required by an IFB. Competitive proposals are specifically used when factors other than price are important in the selection decision.

Solicitation for a competitive proposal must undergo Request for Proposal (RFP) that includes a scope of work, scoring rubric, instructions on submittal, deadline for receipt of proposals and the dispute process. Failure to comply with any section of the RFP may be cause of rejection of a proposal. A public notification of the RFP shall be made available to the public to ensure a fair and transparent competitive process. A copy of the RFP shall also be sent to anyone who requests it and to any prior bidders. A bidders’ conference may be held to allow interested parties to have any questions answered in a consistent manner, but such a requirement is not necessary.

Proposal review shall be held consistent to the RFP’s scoring rubric with notes and observations made for each viable proposal on its merits. Initial review of all proposals will be completed by staff, then sent to the HCWDB board for selection. Upon approval by the HCWDB, a public notice of intent to award and draft contract will be authorized by the County of Humboldt Board of Supervisors. If less than three proposals are obtained, and deemed responsible, then the noncompetitive or sole source process may be used.

Proper documentation for a competitive proposal purchase includes:

• The reason for selecting the competitive proposal method.
• The subrecipient’s estimate of the potential purchase price.
• A copy of the RFP.
• Bidders’ conference questions and answers.
• Bids received.
• The scoring criteria and the evaluation/scoring sheets for each proposal, including determination of the responsibility of the bidder and the cost analysis.
• Why the provider was selected.
• The public notice of intent to award.
• Copy of the award document.

NONCOMPETITIVE PROPOSALS (SOLE SOURCE)

Noncompetitive proposals may be used under certain limited circumstances. The purchase must be infeasible under one of the other methods discussed above, and one of the following conditions apply:

• The item is available from only one source.
• Public exigency or emergency creates an immediate procurement need.
• The federal awarding agency authorizes the specific noncompetitive procurement (upon a 
formal request for approval).
• Competition is determined inadequate. This may occur after a competitive process has been 
used and there are fewer than three bidders.
• Proper documentation for a sole source purchase includes:
• The reason for selecting the sole source method, including why the procurement was infeasible 
under one of the other procurement methods and which of the additional sole source 
conditions the procurement met.
• The subgrantee’s estimate of the potential purchase price.
• A copy of the RFQ/IFB/RFP.
• A determination of the responsibility of the bidder and the cost or price analysis.
• Why the provider was selected.
• Copy of the award document.

Proper documentation for noncompetitive proposals shall be collected including:
• The reason for selecting the method, including why the procurement was infeasible under one 
of the other procurement methods and which of the additional conditions the procurement 
mot.
• The estimate of the potential purchase price.
• A copy of the RFQ/IFB/RFP.
• A determination of the responsibility of the bidder.
• Why the provider was selected.
• Copy of the award document.

**PROCUREMENT OVERVIEW**

Below is a table briefly reviewing appropriate procurement methods:

<table>
<thead>
<tr>
<th>Procurement Method</th>
<th>Cost Limits</th>
<th>Minimum Bids/Quotes Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Micro Purchases</td>
<td>Less than $1,000*</td>
<td>One quote at a reasonable cost</td>
</tr>
<tr>
<td>Small Purchases</td>
<td>Between $1,000 and $50,000*</td>
<td>Two quotes: written or from a catalog</td>
</tr>
<tr>
<td>Sealed Bids</td>
<td>Any</td>
<td>Three formal written bids in response to an IFB</td>
</tr>
<tr>
<td>Competitive Proposals</td>
<td>Any</td>
<td>Three written competitive proposals in response to an RFP</td>
</tr>
<tr>
<td>Noncompetitive Proposals</td>
<td>Any</td>
<td>All bids and quotes obtained.</td>
</tr>
</tbody>
</table>

* This threshold changes yearly, and it is the responsibility of subrecipients to inquire every fiscal year the updated range

**PRIOR APPROVAL**

The HCWDB shall seek prior approval from the Employment Development Department (EDD), either for 
itself or on behalf of its subrecipients, for any equipment and services which fit one of the following 
criteria:
- A per-unit cost exceeding $5,000.
- Cumulative costs that exceed $5,000 within the same state fiscal year.
- Result in improvements to land, buildings, or equipment which exceed $5,000.

Public exigency or emergency may waive the need for prior approval but will require a retroactive approval. Unexpected or additional charges that exceed $5,000 in the state fiscal year will also waive prior approval requiring retroactive approval. Cumulative charges apply to a single or related series of goods or services. If prior approval is sought, staff shall be made aware and will work with subrecipients to complete the appropriate forms with EDD.

STANDARDS OF CONDUCT

No employee, officer or agent of HC-WDB shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer or agent, any member of his immediate family, his or her partner, or any organization which employs, or is about to employ, any of the above has a financial or other interest in the organization selected for award. Officers, employees, or agents of HC-WDB shall neither solicit nor accept gratuities, favors or anything or monetary value from contractors, potential contractors or parties to subagreements.

QUESTIONED AND DISALLOWED COSTS

Any funding used on a wrongfully procured purchase, as deemed by an auditor, cognizant agency, pass-through agency, or HCWDB, shall be returned to the Federal Government pursuant to Uniform Guidance Section 200.345. A purchase that is wrongfully procured could be the result of procurements that:

- Violate statute, regulations, or terms and conditions of award.
- Are missing support documents as detailed above.
- Contain unreasonable costs.

REQUIRED CONTENT CLAUSES

All agreements made as a result of procurement must have the following content included in its language:

- For all contracts in excess of the small purchase threshold, administrative, contractual, or legal remedies where contractors violate or breach contract terms. The clause must also provide for sanctions or penalties, as appropriate.
- Termination for cause and for convenience by the awarding agency, including the process for exercising the clause and any basis for settlement (applies to contracts in excess of $10,000 (For State and Local Governments) or contracts in excess of $100,000 (institutions of higher education, hospitals and other nonprofit and commercial organizations).
- Access to records by the awarding agency, the grantee, the DOL, or the Comptroller General.
• The Comptroller General of the United States for the purposes of audit, examination, excerpts, and transcriptions (for other than small purchase transactions).
• Notice of awarding agency requirements and regulations related to reporting.
• Notice of awarding agency requirements and/or regulations related to patent rights, copyrights, and rights in data.
• Record retention requirements as specified in 29 CFR 97.42 or 29 CFR 95.53.
• Compliance with Equal Employment Opportunity provisions in Executive Order (E.O.) 11246, as amended by E.O. 11375 and supplemented by the requirements of 41 CFR Part 60. These are codified for DOL programs at 29 CFR Parts 33 and 37.
• Compliance with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 328 and 333) (all contracts in excess of $2,500 that involve employment of mechanics or laborers and all construction contracts in excess of $2,000).
• Compliance with the applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act, Section 508 of the Clean Water Act, E.O. 11738, and Environmental Protection Agency regulations (40 CFR Part 15) (applies to contracts, subcontracts, and subgrants in excess of $100,000).
• Mandatory standards and policies related to energy efficiency, which are contained in the State energy conservation plan issued in compliance with the Energy Policy Conservation Act (Public Law 94-163).
• A provision requiring compliance with the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). This requirement is also found in 29 CFR Part 93.
• A provision requiring compliance with the debarment and suspension requirements E.O. 12549 and 12689). This requirement is also found in 29 CFR Part 98.
• Compliance with the provisions of the Davis-Bacon Act for construction contracts in excess of $2,000.
• A provision requiring compliance with the Copeland Anti-Kickback Act (construction and repair awards).

**SUBGRANTEE AND VENDOR DISTINCTIONS**

The applicability of the WIOA, its regulations, and other program regulations, including Uniform Guidance, is limited to grantees and subgrantees funded by those programs. Thus, the distinction between subgrantees and vendors becomes critical to the program. Payments received by a vendor for goods or services are not considered to be federal awards.

**Subrecipient**

A subrecipient is a legal entity to which a subaward of federal funds is made and that is accountable to the grantee for the use of the funds provided. When the organization performs the following activities, a federal award to a subrecipient is indicated:

A. Determines eligibility for the federally funded program.
B. Has its performance measured against the objectives of the federal program.
C. Has responsibility for programmatic decision-making.
D. Has responsibility for adherence to applicable federal program compliance requirements (for example, the regulations).
E. Uses the federal funds to carry out a program of the organization as opposed to providing goods or services for a program.

Vendors
A vendor is a dealer, distributor, merchant, or other seller providing goods or services that are required for the conduct of a federal program. The following activities are indicative of a vendor relationship with an organization:

A. Provides the goods and services within normal business operations.
B. Provides similar goods or services to many different purchasers.
C. Operates in a competitive environment.
D. Provides goods or services that are ancillary to the operation of the federal program.

ADDITIONAL REQUIREMENTS PER THE WIOA
In addition to the requirements listed above, this policy shall also include:
• Any revenue that may come as a result of the procurement as program funding.
• Local and Regional plans shall also contain the competitive process listed above.
• Procurement requirements do not apply to the Eligible Training Provider List.

INQUIRIES:
Any questions regarding this policy may be directed to the Workforce Development Board Director at 707-445-7745.

Humboldt County Workforce Development Board Approval Required? ☒ Yes ☐ No
TO: All Humboldt County Workforce Innovation and Opportunity Act (WIOA) Staff, Subrecipients and Service Providers

FROM: Humboldt County Workforce Development Board

EFFECTIVE: New – Effective Upon Local Workforce Development Board Approval

SUBJECT: Work Experience

REFERENCES: TEGL 19-16; WIOA 134(c)(2)(A)(xii)(VII); 20 CFR680.180; 20 CFR 683.200(g)

PURPOSE:
WIOA acknowledges the critical role work experiences and internships play in helping individuals obtain the skills they need to succeed in the workplace. Work experience is applicable to all WIOA core programs because it is an invaluable tool to engage businesses and to support job seekers in overcoming barriers to employment. Work experiences are designed to help individuals to establish work history, gain experience, demonstrate success in the workplace, and develop the skills that lead to unsubsidized employment.

POLICY:
WIOA section 134(c)(2)(A)(xii)(VII) defines an internship or work experience as a planned, structured, time-limited learning experience that takes place in a workplace. WIOA does not discern between “work experience” or “internship.” The definition of both is the same in WIOA for adults and dislocated workers. Work experiences are not training services. Work experience for WIOA Adult and Dislocated Workers is an individualized career service within Career Services. A work experience must be based on the identified needs of the WIOA participant, must provide a planned and structured learning experience that will contribute to the achievement of the participant’s career and employment goals, and should be directly related to local in-demand industry sectors. Note: A participants career and employment goals can be to have continuous employment and/or a livable wage. Work experience may be arranged within the private for profit sector, the non-profit sector, or the public sector. Job activities must be consistent with the Fair Labor Standards Act and other applicable laws. Work
Experience is not designed to replace an existing employee or position. Work experience wages are paid directly to the work experience participant and not the employer. Employers are not monetarily compensated. Labor standards apply in any work experience where an employee/employer relationship exists, as defined by the Fair Labor Standards Act

**Participant Eligibility**

All work experience participants must meet WIOA program eligibility requirements, be enrolled into the respective WIOA program, and have received an assessment resulting in the development of an Individual Employment Plan (IEP) that documents the participant’s need for and benefit from work experience. A Work Experience is not intended for long-term skill building within the occupation, but rather as an entry step for the participant to explore the occupation, develop their skills, gain work history and references.

Per WIOA, if America Job Center of California (AJCC) staff determine that individualized career services, which include internship and work experience that are linked to careers, are appropriate for an individual to obtain or retain employment, these services must be made available to the individual. AJCC staff must document the participant’s need for an internship/work experience and may use recent or previous assessments by partner programs to help determine if individualized career services would be appropriate. WIOA provides a focus on serving individuals with barriers to employment and seeks to ensure access to these populations. Individuals that may be determined to have a need may include, but are not limited to, the following categories:

- Have little or no prior experience in the workplace;
- Have experienced difficulty in maintaining employment in the past due to barriers that can best be addressed and overcome through work experience enrollment;
- Is seeking long-term employment in a particular industry or occupation but does not have the requisite experience to qualify for entry-level employment in the field;
- A career seeker who has recently concluded or will soon conclude a training or educational program, including and Individual Training Account (ITA) or job specific skills training, in a particular industry but possesses a strong need for practical work experience to qualify for entry-level employment in the training or education related field (This can include an individual who possess a higher level of education but has difficulty obtaining employment due to lack of experience).

Individuals who have received funding through an ITA, or other WIOA funded training, are also eligible for work experience. Funding for training and work experiences are separate.

**Compensation and Duration**

Work experience occurs over a limited time period, which is not to exceed one (1) year. If a participant requires an extension in their work experience, it must be approved by the Humboldt County Workforce Development Board or Executive Committee. A work experience
can be part-time (20-30 hours per week) or full-time (32-40 hours per week) and is not to exceed 500 hours. In determining the appropriate time for each work experience, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant’s IEP.

Participants enrolled in a paid work experience shall be compensated an hourly wage not less or more than the State or local minimum wage, whichever is higher. The following factors should be considered when determining the participant’s hourly wage:

- Participant’s skill set and skill level
- Type of work performed
- Required skill set for the work experience
- Training objectives

All wage information must be reported to HCWDB. Working hours should follow all state and local laws. A participants cannot opt-out of a break, as it is a violation of State labor laws. Participants shall be paid only for the hours worked during the work experience. Hours worked and breaks must be recorded on the participant’s time sheet. Work experience participants cannot be paid for lunch breaks, sick leave, vacation time, or a holiday recognized by the work site as a “paid holiday”. Work experience participants are not authorized to work overtime.

Employer Eligibility

An employer can qualify for up to two (2) work experience participants, per work site, within a calendar year. HCWDB will determine an employer’s eligibility for participating in the work experience program. An internship or work experience may be within the private for-profit sector, the non-profit sector, or the public sector. The employment must be entry-level and within an identified in-demand industry sector, as defined by the HCWDB. Because internships and work experiences must be planned, structured learning experiences, the entity hosting the work/intern experience must designate an appropriate manager(s) to provide supervision and feedback to the WIOA participant at regular intervals during the course of the program. Per WIOA regulations (20 CFR 683.200(g)), “no individual may be placed in an employment activity if a member of that person’s immediate family is directly supervised by or directly supervises that individual.” For the purpose of this policy, the term “immediate family” includes a spouse, child, son-in-law, daughter in-law, parent, mother-in-law, father-in-law, sibling, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, stepparent, stepchild, grandparent, and grandchild. The work experience participant must be supervised by one of their assigned supervisors at all times during their working hours and CANNOT be left at the worksite by themselves. A manager cannot supervisor more than two (2) work experience participants at any given time.

The employer is under no obligation to offer regular employment to the participant subsequent to the conclusion of the work experience/internship program, although the work

Work Experience
experience/internship is intended to provide employers with a pool of technically trained employees from which to fulfill future positions and reduce recruitment costs.

Labor standards apply in any work experience setting where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists. A business will not qualify for work experience if they participated in any past or current violations of local, state or federal law; unfair labor practices; and/or other unallowable conditions identified during the course of conducting the initial employer assessments and reviewing contract requirements, assurances, and certifications with the local WDB director or staff.

Participating employers must agree to cooperate with monitoring requirements as required by WIOA and comply with all applicable Federal, State, and local laws and regulations, including those dealing with employment, discrimination, and safety.

Worker Displacement Prohibition

Work experience and/or internships will not be made available to directly or indirectly aid in the filling of a job opening which is vacant because the former occupant is on strike, or is being locked out in the course of a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving a work stoppage. WIOA prohibits the layoff of employees in order to replace them with WIOA participants and is against using WIOA participants to replace employees who have been terminated, with the intent of so replacing them. WIOA further prohibits infringement on the promotional opportunities of currently employed workers.

Employer Application Procedures

ICWDB only accepts applications from organizations who are conducting business in Imperial County. Business Services will conduct an evaluation of each employer in order to determine if they meet the work experience requirements. The following documents need to be submitted in order to be considered for work experience:

1. A completed and signed Work Experience Questionnaire
2. Current Business License
3. Any other documentation, as needed

Completed Applications will be reviewed within the 30 days of the received documents. Once an employer has been approved, the following must be submitted:

1. Work Experience Worksite Agreement. (To be signed by the Employer and the participant)
2. Occupational Skills Form

Work Experience
3. Time sheets submitted on a bi-weekly basis (to be signed by the participant, the employer and the AJCC site supervisor)

*Time sheets must be submitted in a timely manner in order to ensure on time payment to the participant.

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Work Experience/Internship Agreement

Worksite agreements must be signed by the employer and the WIOA Participant. Work experience agreements must contain, at a minimum, the following information:

- Clear statement of purpose;
- A descriptive training plan;
- Job description, if applicable;
- Identification of all parties including the work experience participant;
- Requirements of the work experience employer and work experience participant;
- Work experience start and end dates;
- Training job title and responsibilities;
- Required work attire, if applicable;
- Supportive services that are needed by the participant, if applicable;
- Signatures and dates of all parties to the agreement.

Work experience agreements may be modified. In the event of a local, state or federal emergency declaration, a program participant’s time commitment, stipend structure, and/or work experience terms may be modified at the discretion of the HCWDB Director. All modifications must be in writing and signed by all parties prior to the effective date of the modification. Verbal modifications of work experience agreements are not valid. Under emergency situations, a digital signature is considered a valid signature. The client’s original/digital signature on their program application will be validated by the site supervisor and all additional documentation. The site supervisor will be required to initial all applicable forms confirming the individual’s signature is valid.

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Appeal Process

If an application is denied, the business will be notified in writing along with the reason(s) for denial and will be provided information with the appeal process. An appeal request must be submitted in writing to the ICWDB within 30 days of issuance of the denial. The appeal must include: a) name of the business(s) b) business point of contact d) point of contact phone and email e) a statement of the desire to appeal f) reasons for the appeal, including documentation supporting the grounds for the appeal g) signature of the appropriate contact person. All appeals must be submitted to the following:

Work Experience
County of Humboldt Division of Economic Development
825 Fifth St. #112
Eureka, CA 95501

Staff will then set up an informal meeting with the business as an attempt to identify a simple solution to resolve the dispute. A final decision will be made within 30 days following the meeting. The business will be notified of the final decision in writing.

**Documentation to be Maintained.**

Documentation of work experience activities must be maintained in the WIOA participant's file. At a minimum, the following items will be kept on file:

- An objective assessment and Individual Employment Plan (IEP) indicating a need for the work experience;
- A copy of the agreement between the participant, the worksite and the HCWDB, including any attachments to the agreement, such as a training plan; and
- Time sheets, attendance sheets and performance records, as appropriate.

**Remote or Virtual Work Experience**

Under certain circumstances, such as a pandemic or needs of a position, remote or virtual work experience, including academic and occupational learning activities, may be provided to appropriate participants. The WEX must be a structured learning experience and provide participants with meaningful work activities. Participants must have the necessary technology and equipment to perform their WEX training successfully. All remote or virtual work experience assignments require management’s approval. The AJCC, or HCWDB, are not responsible for providing the technology needed for remote work experiences.

**Working Conditions**

Employers must comply with applicable labor laws, including wage and hour provisions, occupational health and safety provisions, and child labor laws. Participants shall not be placed at worksites that are unsanitary, hazardous, or dangerous to their health and safety. Participants must be provided the proper equipment and training to safely perform their work experience.

**MONITORING:**

HCWDB and AJCC staff is responsible for ensuring regular and on-going monitoring and oversight of work experience activities. Monitoring will include on-site visits and phone/email communication with employer/trainer and participant to review the participant’s progress in Work Experience
meeting training plan objectives. Any deviations from the work experience agreement should be dealt with promptly. Work experience participant’s training and payroll records may be reviewed by Federal, State, and HCWDB fiscal and program monitors. These entities have the right to access, examine, and inspect any site where any phase of the work experience program is being conducted. Proper work experience documentation must be maintained in such a way to facilitate an audit. Work experience training and payroll records must be maintained for five (5) years after the participant’s conclusion of the work experience.

INQUIRIES:

Any questions regarding this policy may be directed to the Workforce Development Board Director at 707-445-7745.

Humboldt County Workforce Development Board Approval Required?  ☒ Yes  ☐ No
### Annual Formula Allocations

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Program Detail</th>
<th>Funder</th>
<th>Allocation Total</th>
<th>Expenditures to Date</th>
<th>Partners</th>
<th>Program Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult</td>
<td>Individualized career and training services to those over that age of 26 with</td>
<td>Employment Development</td>
<td>$490,407.00</td>
<td>$352,853.43</td>
<td>Cal Poly Humboldt</td>
<td>While completely spent, we will be moving Dislocated Worker funding to offset costs per board’s action.</td>
</tr>
<tr>
<td></td>
<td>priority going to veterans and their spouses, recipients of other public</td>
<td>Department</td>
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<td>assistance, those of whom are low income, and/or who are basic skills</td>
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<td></td>
<td>deficient.</td>
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<tr>
<td>Youth</td>
<td>Individualized career and training services to those between the ages of 16-24 if</td>
<td>Employment Development</td>
<td>$341,000.00</td>
<td>$207,560.39</td>
<td>Cal Poly Humboldt, Mattele Restorative Council, DreamQuest</td>
<td>On track for spenddown, is seeing growth in metrics comparatively to past years.</td>
</tr>
<tr>
<td></td>
<td>they are out of school and 14-22 if they are in school. Youth</td>
<td>Department</td>
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<td></td>
<td>participants must also face barriers to employment such as dropping out of school,</td>
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<td></td>
<td>incarceration, homelessness, foster care placement, low-income household, etc.</td>
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<tr>
<td>Dislocated Worker</td>
<td>Individualized career and training services to adult populations who are</td>
<td>Employment Development</td>
<td>$75,488.00</td>
<td>$72,517.75</td>
<td>Cal Poly Humboldt</td>
<td>Funding transferred per board action. Metrics are on track.</td>
</tr>
<tr>
<td></td>
<td>displaced and face a number of barriers such as exhausted unemployment</td>
<td>Department</td>
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<td>insurance and unable to return to the industry, facility closure, unemployed</td>
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<td>from self-employment due to economic conditions, displaced homemakers, and/or</td>
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<td>veteran spouses who face barriers to employment due to duty relocation.</td>
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<tr>
<td>Rapid Response Layoff Aversion</td>
<td>The primary purpose of Rapid Response Layoff Aversion is to with businesses</td>
<td>Employment Development</td>
<td>$18,093.00</td>
<td>$135.25</td>
<td>Cal Poly Humboldt</td>
<td>Spenddown continues rapidly as work is done on this front. No measurable metrics required.</td>
</tr>
<tr>
<td></td>
<td>to prevent layoffs altogether by providing labor market and workforce</td>
<td>Department</td>
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<td></td>
<td>information, integrating industry requirements into training strategies and</td>
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<td></td>
<td>career pathways, brokering relationships and job connections, making services</td>
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<td>efficient and easy to access and coordinating with regional partners to reduce</td>
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<tr>
<td></td>
<td>duplication</td>
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<tr>
<td>Rapid Response</td>
<td>The primary purpose of Rapid Response is to enable affected workers to return to</td>
<td>Employment Development</td>
<td>$104,230.00</td>
<td>$45,606.12</td>
<td>Cal Poly Humboldt</td>
<td>Spenddown continues rapidly as work is done on this front. No measurable metrics required.</td>
</tr>
<tr>
<td></td>
<td>work as quickly following a layoff by providing wrap around resources to them.</td>
<td>Department</td>
<td></td>
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</tr>
</tbody>
</table>

### Competitive Grants

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Program Detail</th>
<th>Funder</th>
<th>Allocation Total</th>
<th>Expenditures to Date</th>
<th>Partners</th>
<th>Program Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality Jobs, Equity, Strategy, and</td>
<td>Individualized career and training services to workers disproportionately</td>
<td>Employment Development</td>
<td>$290,000.00</td>
<td>$21,216.48</td>
<td>College of the Redwoods, Cal Poly Humboldt</td>
<td>Grant is beginning to take off with a few participants being signed in to the cohort.</td>
</tr>
<tr>
<td>Training Disaster Recovery National</td>
<td>displaced by the COVID-19 pandemic who are interested in entering high-</td>
<td>Department</td>
<td></td>
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</tr>
<tr>
<td>Dislocated Worker Grant (DEQED)</td>
<td>demand jobs and are.</td>
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</tr>
<tr>
<td>AB 628 Breaking Barriers</td>
<td>provides intensive, paid, vocational and job skills training, including</td>
<td>California Workforce Development</td>
<td>$288,305.84</td>
<td>$258,902.39</td>
<td>Cal Poly Humboldt, Winnscot Community Improvement Association, CHHS, Employment Training</td>
<td>Program is exceeding expectations and a modification is required to allow more funding to WSDA for their work with their cohorts.</td>
</tr>
<tr>
<td>Regional Equity and Recovery</td>
<td>certification, to justice-involved participants that focuses on the skills that</td>
<td>California Workforce Development</td>
<td>$341,600.00</td>
<td>$341,600.00</td>
<td>Cal Poly Humboldt, Humrboldt, Winnscot Community Improvement Association, CHHS, Employment Training</td>
<td>Modification required per changes occurring after application.</td>
</tr>
<tr>
<td>Partnerships Grant (REPP)</td>
<td>lead to long-term employment in the construction trade.</td>
<td>Department</td>
<td></td>
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<tr>
<td>Regional Plan Implementation (RPI)</td>
<td>A partnership with College of the Redwoods and the HC-WDB to create a high-</td>
<td>California Workforce Development</td>
<td>$500,000.00</td>
<td>$1,898.69</td>
<td>Cal Poly Humboldt, College of the Redwoods, Cal Poly Humboldt</td>
<td>Modification required to allow more offshore wind activities.</td>
</tr>
<tr>
<td>5.0</td>
<td>road pipeline for those wishing to enter aquaculture.</td>
<td>Department</td>
<td></td>
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</tr>
<tr>
<td>Offshore Wind (OSW) Additional</td>
<td>Governor-discretionary funding with the aim of gaining knowledge, staff time,</td>
<td>Employment Development</td>
<td>$1,500,000.00</td>
<td>$215,525.06</td>
<td>N/A</td>
<td>Grant is moving at a positive rate with board and staff travel as well as studies being procured.</td>
</tr>
</tbody>
</table>
### Humboldt County Workforce Development Board Composition

<table>
<thead>
<tr>
<th>I. Representatives of Business</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Staffing Services</td>
<td>Express Employment Professionals</td>
<td>Shelley Nilsen</td>
<td>1</td>
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<tr>
<td>Investment Support Services</td>
<td>Kingsview Partners</td>
<td>Daniel Dixon</td>
<td>1</td>
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<tr>
<td>Diversified Healthcare</td>
<td>Independent Physicians Association</td>
<td>Rosemary Den Ouden</td>
<td>1</td>
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<tr>
<td>Specialty Food, Flowers and Beverage</td>
<td>Bay Tank Metals</td>
<td>Lee Cunningham</td>
<td>1</td>
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<tr>
<td>Investment Support Services</td>
<td>Humboldt Investment Capital, LLC</td>
<td>Cedar Reuben</td>
<td>1</td>
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<tr>
<td>Building and Systems Construction</td>
<td>Hooven &amp; Co., Inc.</td>
<td>Timothy Hooven</td>
<td>1</td>
</tr>
<tr>
<td>Management &amp; Innovation Services</td>
<td>Still Center, LLC</td>
<td>Brian Miller</td>
<td>1</td>
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<tr>
<td>Commercial Real Estate</td>
<td>Security National Properties</td>
<td>Kenny Carwell</td>
<td>1</td>
</tr>
<tr>
<td>Building and Systems Construction</td>
<td>Granite Construction Company</td>
<td>Gary Huddle</td>
<td>1</td>
</tr>
<tr>
<td>Specialty Food, Flowers and Beverage</td>
<td>Los Bagels</td>
<td>Eddie Blakeslee</td>
<td>1</td>
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<tr>
<td>Tourism</td>
<td>Humboldt Bay Social</td>
<td>Chris Albright</td>
<td>1</td>
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<tr>
<td>Building and Systems Construction</td>
<td>O&amp;M Industries</td>
<td>Aaron Sweat</td>
<td>1</td>
</tr>
<tr>
<td>Specialty Food, Flowers and Beverage</td>
<td>Ashley's Seafood</td>
<td>Ashley Veilis</td>
<td>1</td>
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<tr>
<td></td>
<td></td>
<td>Vacant</td>
<td>0</td>
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<tr>
<td></td>
<td></td>
<td>Vacant</td>
<td>0</td>
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<tr>
<td></td>
<td></td>
<td>I. Category Sub-Totals</td>
<td>15</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>II. Workforce Representatives</th>
<th></th>
<th></th>
<th></th>
</tr>
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<tbody>
<tr>
<td>Labor Union</td>
<td>UFCW Local 5</td>
<td>Kevin Lennox</td>
<td>1</td>
</tr>
<tr>
<td>Labor Union</td>
<td>Operating Engineers Local #3 Union</td>
<td>Jeff Hunerlach</td>
<td>1</td>
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<tr>
<td>Labor Union</td>
<td>Heat and Frost Insulators, Local #16</td>
<td>Mark Plubell</td>
<td>1</td>
</tr>
<tr>
<td>Labor Union</td>
<td>Laborer's Local 324</td>
<td>Treston Shull</td>
<td>1</td>
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<tr>
<td>Labor Union</td>
<td>IBEW Local 551</td>
<td>John McIntaggart</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>CBO addresses employment, training, education for eligible youth</td>
<td>Vacant</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>CBO addresses employment, training, education for eligible youth</td>
<td>Northern CA Indian Development Council</td>
<td>Madison Flynn</td>
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<tr>
<td></td>
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<td>II. Category Sub-Totals</td>
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<table>
<thead>
<tr>
<th>III. Education and Community Development Entities</th>
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<tbody>
<tr>
<td>Adult Education</td>
<td>Cal Poly Humboldt University</td>
<td>Cindy Blumgarnier</td>
<td>1</td>
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<tr>
<td>Institution of Higher Education Offering Workforce Investment Activities</td>
<td>College of the Redwoods</td>
<td>Lisa Gant</td>
<td>1</td>
</tr>
<tr>
<td>Labor Union</td>
<td>CA Employment Development Department</td>
<td>Emilia Barbolomei</td>
<td>1</td>
</tr>
<tr>
<td>Vocational Rehabilitation</td>
<td>CA Department of Rehabilitation</td>
<td>James Forbes</td>
<td>1</td>
</tr>
<tr>
<td>Economic and Community Development</td>
<td>City of Eureka- Economic Development</td>
<td>Shawn Aldroy</td>
<td>1</td>
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<td></td>
<td></td>
<td>III. Category Sub-Totals</td>
<td>5</td>
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<thead>
<tr>
<th>IV. Local Area representatives appointed by BOS</th>
<th></th>
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<tr>
<td>K-12 Education</td>
<td>Humboldt County Office of Education</td>
<td>Tanya Trump</td>
<td>1</td>
</tr>
<tr>
<td>Federally funded serving low income</td>
<td>Humboldt County Board of Supervisors</td>
<td>Michelle Bushnell; Rex Bohn (Alt.)</td>
<td>1</td>
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<tr>
<td>Chief Elected Official (BOS)</td>
<td></td>
<td>0</td>
<td></td>
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<tr>
<td>State elected representative</td>
<td></td>
<td>1</td>
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<tr>
<td>Former Youth Council Board Member to serve on the Executive Committee</td>
<td></td>
<td>0</td>
<td></td>
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<td></td>
<td></td>
<td>IV. Category Sub-Totals</td>
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<tr>
<th>V. Up to 3 representatives from CBO or businesses that provide any of the following services</th>
<th></th>
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<tr>
<td>Native American Employment Development</td>
<td>Changing Tides Family Services</td>
<td>Kerry Venegas</td>
<td>0</td>
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<tr>
<td>Child Care non-profit</td>
<td>Ink People</td>
<td>Leslie Castellano</td>
<td>1</td>
</tr>
<tr>
<td>Employees people with disabilities</td>
<td></td>
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<td>0</td>
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<tr>
<td>Serves youth employment, training or education</td>
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<td></td>
<td>1</td>
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<tr>
<td>Trains people with barriers</td>
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<tr>
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<th>I thru IV. Category Sub-Totals</th>
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<tr>
<td>WIOA optional, but deemed important in Humboldt</td>
<td>Total Private Sector Representatives</td>
<td>13</td>
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<tr>
<td>Not Meeting WIOA Requirement</td>
<td>Total Workforce Representatives</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Meeting WIOA Requirement</td>
<td>51% Private Business</td>
<td>50%</td>
<td></td>
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<tr>
<td>New HCWDB Applicant at Ex Comm Review</td>
<td>20% Workforce (Labor/CBO)</td>
<td>20%</td>
<td></td>
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<tr>
<td>New HCWDB Applicant at Full Board Review</td>
<td>15% Workforce (Labor Union)</td>
<td>17%</td>
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<td>VACANT SEAT</td>
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<tr>
<td>Pending Retirement from HCWDB</td>
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</tr>
<tr>
<td>Pending BOS Notification</td>
<td></td>
<td></td>
<td></td>
</tr>
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</table>
APPLICANT QUESTIONNAIRE

1. Meetings of the Workforce Development Board shall be called and held pursuant to the provisions of the Ralph M. Brown Act.
   Have you ever been participated on a board or committee that adheres to the Brown Act?
   Yes____ No_____ If yes, which one? _________________________________________

2. Appointment to the Humboldt County Workforce Development Board is a commitment for a two-year term starting the date of appointment by the Board of Supervisors through June 30th of the following fiscal year. If appointed to the Workforce Development Board, you are expected to attend meetings quarterly. Each meeting of the full Workforce Development Board is approximately three hours long.
   If appointed to the Workforce Development Board, do you agree to attend these meetings?
   Yes_____ No___

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   Do you agree to review and adhere to the Workforce Development Board bylaws? Yes____ No___

4. Attendance expectations are outlined in the bylaws. Members of the board must not miss more than three consecutive meetings unless excused and no more than five consecutive meetings, whether excused or unexcused, to maintain your seat on the board. Attendance is tracked, reviewed and recorded in the minutes for each meeting. Failure to adhere to the attendance guidelines may result in termination from the Board. If you expect to be absent from a meeting that you must notify the Chair of the Board and/or the Executive Director of the intended absence by no later than 5:00PM the day prior to the scheduled meeting, to be considered excused.
   Do you agree to properly notify staff if you are unable to attend a scheduled meeting? Yes_____ No___
   Do you understand the attendance expectations for this Board? Yes_____ No___

5. Applicants selected for appointment will be required to submit a Form 700: Statement of Economic Interest, annually
   Do you agree to file the Form 700 annually and disclose any conflict of interest? Yes_____ No___

   For more information on the Form 700 please go to: www.fppc.ca.gov/Form700.html

FOR OFFICE USE ONLY:
Date Rec’d: __________________________ Staff: __________________________ Submittal Date: __________________________
**APPLICATION FOR APPOINTMENT**

**PART I – Personal Information**

<table>
<thead>
<tr>
<th>Applicant Name (Last, First, and Middle Initial)</th>
<th>Home Telephone</th>
<th>E-Mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Albright</td>
<td>707-407-6193</td>
<td><a href="mailto:calbright@omindustries.com">calbright@omindustries.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>City</th>
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<tr>
<th>Residence Address (if different from mailing address)</th>
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<th>Zip</th>
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<th>Occupation/Title</th>
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<td>O&amp;M Industries</td>
<td>coo</td>
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<th>Business Fax</th>
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<tbody>
<tr>
<td>707-822-8800</td>
<td>707-822-8995</td>
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</tbody>
</table>

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

1. Chris Gaines, [Redacted] [Redacted] [Redacted]
2. Kerry Mayer, [Redacted] [Redacted] [Redacted]
3. Jay Reed, [Redacted] [Redacted] [Redacted]

**Please indicate which industry you represent**

- [ ] PRIVATE INDUSTRY (please specify which sector you represent)
  - Diversified Health Care
  - Building and Systems Construction
  - Management and Innovation Services
  - Forest Products
  - Other.
  - Specialty Food, Flowers, and Beverages
  - Investment Support Services
  - Niche Manufacturing
  - Tourism

- [ ] PUBLIC INDUSTRY (please specify which sector you represent)
  - Wagner-Peyser Act
  - Board of Supervisors Representative
  - Assembly/State Representative
  - Education (specify)
    - Adult
    - K-12
  - Community Based Organization (specify)
    - Native American Employment Development
    - Employ People with Barriers
    - Train People with Barriers
  - Economic Development
  - Vocational Rehabilitation
  - Labor Organization
  - College of the Redwoods
  - Child Care
  - Youth Employment, Training, or Education
  - 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  
   825 5th Street  
   Eureka, CA 95501  
   Attn: Scott Adair, Economic Development Director  
   sadair@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://www.humco.org/216/Humboldt-County-Workforce-Development-Bd

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.

Humboldt Builders Exchange  
(Agency/Organization/Association Name)

hereby formally nominates

Chris Albright  
(Applicant’s Name)

for appointment to the Workforce Development Board of Humboldt County

Signature of Chair/Director/Chief of Nominating Agency: ___________________________ Date: 10-17-2023

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: ___________________________ Date: 10-16-2023

FOR OFFICE USE ONLY:  
Date Rec’d: __________________ Staff: __________________ Submittal Date: __________________
APPLICANT QUESTIONNAIRE

1. Meetings of the Workforce Development Board shall be called and held pursuant to the provisions of the Ralph M. Brown Act.
   Have you ever been participated on a board or committee that adheres to the Brown Act?
   Yes ___ No ___ If yes, which one? Humboldt WDB

2. Appointment to the Humboldt County Workforce Development Board is a commitment for a two-year term starting the date of appointment by the Board of Supervisors through June 30th of the following fiscal year. If appointed to the Workforce Development Board, you are expected to attend meetings quarterly. Each meeting of the full Workforce Development Board is approximately three hours long.
   If appointed to the Workforce Development Board, do you agree to attend these meetings?
   Yes ___ No ___

3. Upon appointment to the board, you will be provided with a copy of the current Workforce Development Board bylaws.
   Do you agree to review and adhere to the Workforce Development Board bylaws? Yes ___ No ___

4. Attendance expectations are outlined in the bylaws. Members of the board must not miss more than three consecutive meetings unless excused and no more than five consecutive meetings, whether excused or unexcused, to maintain your seat on the board. Attendance is tracked, reviewed and recorded in the minutes for each meeting. Failure to adhere to the attendance guidelines may result in termination from the Board. If you expect to be absent from a meeting that you must notify the Chair of the Board and/or the Executive Director of the intended absence by no later than 5:00PM the day prior to the scheduled meeting, to be considered excused.
   Do you agree to properly notify staff if you are unable to attend a scheduled meeting? Yes ___ No ___
   Do you understand the attendance expectations for this Board? Yes ___ No ___

5. Applicants selected for appointment will be required to submit a Form 700: Statement of Economic Interest, annually.
   Do you agree to file the Form 700 annually and disclose any conflict of interest? Yes ___ No ___

   For more information on the Form 700 please go to: www.fppc.ca.gov/Form700.html
# Application for Appointment

## Part I – Personal Information

<table>
<thead>
<tr>
<th>Applicant Name (Last, First, and Middle Initial)</th>
<th>Home Telephone</th>
<th>E-Mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bartolomeu Emilia M</td>
<td>707-616-4042</td>
<td><a href="mailto:ebartolo@edd.ca.gov">ebartolo@edd.ca.gov</a></td>
</tr>
</tbody>
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<tr>
<th>Mailing Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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<td>95521</td>
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<th>Zip</th>
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<tr>
<td>Employment Development Department</td>
<td>Deputy Division Chief</td>
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Please provide three references (name, phone # and e-mail)

1. Maria Lucero
2. Chukwudi Nnebe
3. Veronica Champayne

Please indicate which industry you represent.

- [ ] Private Industry (please specify which sector you represent)
  - Diversified Health Care
  - Building and Systems Construction
  - Management and Innovation Services
  - Forest Products
  - Other:

- [X] Public Industry (please specify which sector you represent)
  - Wagner-Peyser
  - Board of Supervisors Representative
  - Assembly/State Representative
  - Education (specify)
    - Adult
    - K-12
  - Community Based Organization (specify)
    - Native American employment development
    - Address Barriers to Employment

## 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).

   1. Secure a Nomination. A nomination must be secured prior to submitting this application by completing Part III below. Guidelines for nominations are as follow:
      - **Private Sector** seats require a formal nomination by an open-membership business organization, a sitting WDB business member or a business trade association, or an agency board of directors.
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2. Forward the completed application to:
   
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   825 5th Street
   Eureka, CA 95501
   Attn: Scott Adair, Economic Development Director
   sadair@co.humboldt.ca.us

   *Selected applicants will be required to file Form 700: Statement of Economic interest, annually.*

For questions or additional information, please call (707)445-7745
or visit our website: [https://www.gohumco.com/162/HC-WDB-Meetings-and-Governance](https://www.gohumco.com/162/HC-WDB-Meetings-and-Governance)

### PART III – Nomination

**PLEASE NOTE:** All applicants must secure the nomination and signature as described in Part II - #2 above, prior to submitting the application to the Workforce Development Board.

**Employment Development Department**

(Agency/Organization/Association Name)
hereby formally nominates

**Emilia M Bartolomeu**

(Applicant’s Name)

for appointment to the Workforce Development Board of Humboldt County

[Signature]

**Shelly Tarver**

Signature of Senior Executive of Nominating Agency

**11-30-2023**

Date

**Shelly Tarver**

Print Name

**Division Chief**

**Title**

### 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.*

**Emilia Bartolomeu**

Signature of Applicant

**12-1-2023**

Date
APPLICANT QUESTIONNAIRE

1. Meetings of the Workforce Development Board shall be called and held pursuant to the provisions of the Ralph M. Brown Act.
   Have you ever been participated on a board or committee that adheres to the Brown Act?
   Yes___ No  X  If yes, which one? ____________________________________________

2. Appointment to the Humboldt County Workforce Development Board is a commitment for a two-year term starting the date of appointment by the Board of Supervisors through June 30th of the following fiscal year. If appointed to the Workforce Development Board, you are expected to attend meetings quarterly. Each meeting of the full Workforce Development Board is approximately three hours long. If appointed to the Workforce Development Board, do you agree to attend these meetings? Yes___ X No____

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   Do you agree to review and adhere to the Workforce Development Board bylaws? Yes___ X No____

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FOR OFFICE USE ONLY:
Date Rec’d: ____________________  Staff: ____________________  Submittal Date: ________________
## APPLICATION FOR APPOINTMENT

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<tbody>
<tr>
<td>Bumgarner, Cindy, D</td>
<td>530-521-6706</td>
<td><a href="mailto:cb389@humboldt.edu">cb389@humboldt.edu</a></td>
</tr>
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<table>
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<th>Zip</th>
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<td>CA</td>
<td>95570</td>
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<tr>
<th>Name of Business, Agency, or Tribe</th>
<th>Occupation/Title</th>
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<td>Dean, College of Extended Education &amp; Global Engagement</td>
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<th>Business Fax</th>
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</table>

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

1. Jenn Capps, [Redacted] [Redacted]
2. Carmen Bustoworks, [Redacted] [Redacted]
3. Shawna Youg, [Redacted] [Redacted]

### Please indicate which industry you represent.

- [ ] PRIVATE INDUSTRY (please specify which sector you represent)
  - Diversified Health Care
  - Building and Systems Construction
  - Management and Innovation Services
  - Forest Products
  - Other:

- [ ] PUBLIC INDUSTRY (please specify which sector you represent)
  - Wagner-Peyser
  - Board of Supervisors Representative
  - Assembly/State Representative
  - Education (specify)
    - Adult
    - K-12
  - Community Based Organization (specify)
    - Native American employment development
    - Address Barriers to Employment
  - Special Education
  - Vocational Rehabilitation
  - Labor Union
  - Higher Education
  - Childcare
  - Youth employment, training, or education

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   sadair@co.humboldt.ca.us

Selected applicants will be required to file Form 700: Statement of Economic Interest, annually.

For questions or additional information, please call (707)445-7745
or visit our website: https://www.gohumco.com/162/HC-WDB-Meetings-and-Governance

PART III – Nomination

PLEASE NOTE: All applicants must secure the nomination and signature as described in Part II - #2 above, prior to submitting the application to the Workforce Development Board.

Cal Poly Humboldt

(Agency/Organization/Association Name)
hereby formally nominates

Cindy Bumgarner

(Applicant’s Name)
for appointment to the Workforce Development Board of Humboldt County

Signature of Senior Executive of Nominating Agency

Jenn Capps

Print Name

12/1/2023

Date

Provost

Title

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.

Cindy Bumgarner

Signature of Applicant

11-20-23

Date
APPLICANT QUESTIONNAIRE

1. Meetings of the Workforce Development Board shall be called and held pursuant to the provisions of the Ralph M. Brown Act.
   Have you ever been participated on a board or committee that adheres to the Brown Act?
   Yes ___ No ___ If yes, which one? ________________________________

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   Yes ___ No ___

3. Upon appointment to the board, you will be provided with a copy of the current Workforce Development Board bylaws.
   Do you agree to review and adhere to the Workforce Development Board bylaws? Yes ___ No ___

4. Attendance expectations are outlined in the bylaws. Members of the board must not miss more than three consecutive meetings unless excused and no more than five consecutive meetings, whether excused or unexcused, to maintain your seat on the board. Attendance is tracked, reviewed and recorded in the minutes for each meeting. Failure to adhere to the attendance guidelines may result in termination from the Board. If you expect to be absent from a meeting that you must notify the Chair of the Board and/or the Executive Director of the intended absence by no later than 5:00PM the day prior to the scheduled meeting, to be considered excused.
   Do you agree to properly notify staff if you are unable to attend a scheduled meeting? Yes ___ No ___
   Do you understand the attendance expectations for this Board? Yes ___ No ___

5. Applicants selected for appointment will be required to submit a Form 700: Statement of Economic Interest, annually.
   Do you agree to file the Form 700 annually and disclose any conflict of interest? Yes ___ No ___

   For more information on the Form 700 please go to: www.fppc.ca.gov/Form700.html

FOR OFFICE USE ONLY:

Date Rec'd: _______________ Staff: ______________________ Submittal Date: ______________________
## APPLICATION FOR APPOINTMENT

### PART 1 – Personal Information

<table>
<thead>
<tr>
<th>Applicant Name (Last, First, and Middle Initial)</th>
<th>Home Telephone</th>
<th>E-Mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vellis, Ashley, S.</td>
<td>(707) 498-4524</td>
<td><a href="mailto:ashley@seafood.com">ashley@seafood.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Redacted]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Residence Address (if different from mailing address)</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Redacted]</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Business, Agency, or Tribe</th>
<th>Occupation/Title</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ashley's Seafood</td>
<td>Owner</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Address</th>
<th>Business Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 Ericson Court</td>
<td>(707) 498-4524</td>
</tr>
</tbody>
</table>

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

1. Nick Brown-Crawford [Redacted] [Redacted]
2. Megan Kennedy [Redacted] [Redacted]
3. Aaron Newman [Redacted] [Redacted]

Please indicate which industry you represent:

**PRIVATE INDUSTRY** (please specify which sector you represent)

- [ ] Diversified Health Care
- [ ] Building and Systems Construction
- [ ] Management and Innovation Services
- [ ] Forest Products
- [x] Other: **FISHERIES**

**PUBLIC INDUSTRY** (please specify which sector you represent)

- [ ] Wagner-Peyser
- [ ] Board of Supervisors Representative
- [ ] Assembly/State Representative
- [ ] Education (specify)
  - [ ] Adult
  - [x] K-12
- [ ] Community Based Organization (specify)
  - [x] Native American employment development
  - [ ] Address Barriers to Employment

### 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).

   1. Secure a Nomination. A nomination must be secured prior to submitting this application by completing Part III below. Guidelines for nominations are as follow:
      Private Sector seats require a formal nomination by an open-membership business organization, a sitting WDB business member or 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 a nomination from a senior executive from the agency or institution of employment or affiliation.

2. Forward the completed application to:
   Workforce Development Board
   825 5th Street
   Eureka, CA 95501
   Attn: Scott Adair, Economic Development Director
   sadair@co.humboldt.ca.us

   Selected applicants will be required to file Form 700: Statement of Economic Interest, annually.

For questions or additional information, please call (707)445-7745 or visit our website: https://www.gohumco.com/167/HC-WDB-Meetings-and-Governance

PART III – Nomination

PLEASE NOTE: All applicants must secure the nomination and signature as described in Part II - #2 above, prior to submitting the application to the Workforce Development Board.

Humboldt Fishermens Marketing Association
(Agency/Organization/Association Name)
hereby formally nominates

Ashley Wells
(Applicant’s Name)

for appointment to the Workforce Development Board of Humboldt County

Signature of Senior Executive of Nominating Agency

Jake McMaster
Print Name

Date
12/11/2023

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 untrue or misleading answers are cause for rejection of this application.

Amy Wells
Signature of Applicant

11/14/2023

Date
## BOEM Offshore Renewable Energy Intergovernmental California Task Force
### Humboldt County Workforce Development Board POCs

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td>Scott Adair</td>
<td>Humboldt County Workforce Development Executive Director</td>
<td><a href="mailto:sadair@co.humboldt.ca.us">sadair@co.humboldt.ca.us</a></td>
</tr>
<tr>
<td>Alternate</td>
<td>Peggy Murphy</td>
<td>Humboldt County Workforce Coordinator &amp; Project Manager</td>
<td><a href="mailto:pmurphy@co.humboldt.ca.us">pmurphy@co.humboldt.ca.us</a></td>
</tr>
<tr>
<td>CC</td>
<td>Dan Dixon</td>
<td>Humboldt County Workforce Development Board Chair</td>
<td><a href="mailto:ddixon@kingsview.com">ddixon@kingsview.com</a></td>
</tr>
</tbody>
</table>
Humboldt County
Workforce Development Board

Quarter 2 Performance Report

October 1, 2023 - December 31, 2023
### Explanation of Performance Indicators

<table>
<thead>
<tr>
<th>Quarterly Report</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
<th>2025</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Q1</td>
<td>Q2</td>
<td>Q3</td>
<td>Q4</td>
<td>Q1</td>
</tr>
<tr>
<td>Measurable Skills Gained</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employment Rate 2nd Q</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Median Earnings</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employment Rate 4th Q</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credential Attainment Rate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant Closeout</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Definition of Metrics

<table>
<thead>
<tr>
<th>Performance Indicator</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measurable Skill Gains</td>
<td>Percentage of participants who, during a program year, are in an education or training program that leads to a credential.</td>
</tr>
<tr>
<td>Employment Rate 2nd Quarter after Exit</td>
<td>Percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program.</td>
</tr>
<tr>
<td>Median Earnings 2nd Quarter after Exit</td>
<td>Total quarterly earnings, for all participants employed in the second quarter after exit, are collected by either direct wage record match or supplemental wage information.</td>
</tr>
<tr>
<td>Employment Rate 4th Quarter after Exit</td>
<td>Percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program.</td>
</tr>
<tr>
<td>Credential Attainment Rate</td>
<td>Percentage of those participants enrolled in an education or training program (excluding those in OJT and receive a program award) who have attained a credential (diploma, certificate, license, or耍等) while in the program.</td>
</tr>
</tbody>
</table>

### Program Year
- **2021-22**
- **2022-23**
- **2023-24**
### WIOA Expenditure Status

#### Term Start-to-Date

<table>
<thead>
<tr>
<th>Grant</th>
<th>Program</th>
<th>Term</th>
<th>Total Award</th>
<th>Actual Expenditures</th>
<th>Percentage Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA2</td>
<td>Offshore Wind</td>
<td>1/1/23 - 3/31/24</td>
<td>$726,500.00</td>
<td>$213,505.06</td>
<td>29%</td>
</tr>
<tr>
<td></td>
<td>NDWG QUEST</td>
<td>10/1/22 - 9/30/24</td>
<td>$250,000.00</td>
<td>$21,216.48</td>
<td>8%</td>
</tr>
<tr>
<td></td>
<td>AB628</td>
<td>1/1/23-4/30/24</td>
<td>$288,305.84</td>
<td>$258,902.39</td>
<td>90%</td>
</tr>
<tr>
<td></td>
<td>RERP</td>
<td>5/31/23-10/31/25</td>
<td>$500,000.00</td>
<td>$1,898.69</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td>RPI 5.0</td>
<td>1/1/23 - 6/30/24</td>
<td>$100,000.00</td>
<td>$44,541.99</td>
<td>45%</td>
</tr>
<tr>
<td></td>
<td>Offshore Wind</td>
<td>1/1/23 - 6/30/24</td>
<td>$125,000.00</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td>Adult</td>
<td>7/1/22 - 6/30/24</td>
<td>$490,407.00</td>
<td>$352,853.43</td>
<td>72%</td>
</tr>
<tr>
<td></td>
<td>Layoff Aversion</td>
<td>7/1/22 - 6/30/23</td>
<td>$34,173.00</td>
<td>$34,173.00</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td>Youth</td>
<td>4/1/22 - 6/30/24</td>
<td>$341,600.00</td>
<td>$207,560.39</td>
<td>61%</td>
</tr>
<tr>
<td></td>
<td>Dislocated Worker</td>
<td>7/1/22 - 6/30/24</td>
<td>$75,487.00</td>
<td>$72,517.75</td>
<td>96%</td>
</tr>
<tr>
<td></td>
<td>Rapid Response</td>
<td>7/1/22 - 6/30/23</td>
<td>$116,153.00</td>
<td>$116,153.00</td>
<td>100%</td>
</tr>
<tr>
<td>AA3</td>
<td>Adult</td>
<td>7/1/23-6/30/25</td>
<td>$63,650.00</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td>Dislocated Worker</td>
<td>7/1/23-6/30/25</td>
<td>$53,852.00</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td>Youth</td>
<td>4/1/22-6/30/24</td>
<td>$383,518.00</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td>Rapid Response</td>
<td>7/1/22-6/30/24</td>
<td>$104,220.00</td>
<td>$45,606.12</td>
<td>44%</td>
</tr>
<tr>
<td></td>
<td>Layoff Aversion</td>
<td>7/1/23-6/30/23</td>
<td>$18,693.00</td>
<td>$135.25</td>
<td>1%</td>
</tr>
</tbody>
</table>

#### Participant Status

<table>
<thead>
<tr>
<th>Program</th>
<th>Quarter 2</th>
<th>October 1, 2023 - December 31, 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cases</td>
<td>Enrollees</td>
</tr>
<tr>
<td>Adult</td>
<td>Humboldt State University Sponsored Programs</td>
<td>137</td>
</tr>
<tr>
<td>Dislocated Worker</td>
<td>Humboldt State University Sponsored Programs</td>
<td>18</td>
</tr>
<tr>
<td>Youth</td>
<td>Mattole Restoration Council</td>
<td>5</td>
</tr>
<tr>
<td>Youth</td>
<td>DreamQuest</td>
<td>19</td>
</tr>
<tr>
<td>Youth</td>
<td>Humboldt State University Sponsored Programs</td>
<td>15</td>
</tr>
</tbody>
</table>
## Program Performance by Outcome

### Participants Served vs. Participants Exited

<table>
<thead>
<tr>
<th>Service</th>
<th>Participants Served</th>
<th>Participants Exited</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Adult</td>
<td>Dislocated Worker</td>
</tr>
<tr>
<td>Career Services</td>
<td>142</td>
<td>17</td>
</tr>
<tr>
<td>Training Services</td>
<td>93</td>
<td>11</td>
</tr>
</tbody>
</table>

### Employment Rate Q2 vs. Employment Rate Q4

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Performance</th>
<th>Negotiated Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Dislocated Worker</td>
<td>54.29%</td>
<td>71%</td>
</tr>
<tr>
<td>Youth</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td></td>
<td>40%</td>
<td>60%</td>
</tr>
<tr>
<td></td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

### Median Earnings vs. Credential Rate

<table>
<thead>
<tr>
<th>Category</th>
<th>Performance</th>
<th>Negotiated Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Dislocated Worker</td>
<td>$11,708.62</td>
<td>$9,799.88</td>
</tr>
<tr>
<td>Youth</td>
<td>$12,270.26</td>
<td>$4,455.00</td>
</tr>
<tr>
<td></td>
<td>$3,875.50</td>
<td>$6,230.27</td>
</tr>
<tr>
<td></td>
<td>0%</td>
<td>70%</td>
</tr>
</tbody>
</table>

### Measurable Skills Gained

<table>
<thead>
<tr>
<th>Category</th>
<th>Performance</th>
<th>Negotiated Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Dislocated Worker</td>
<td>9.57%</td>
<td>60%</td>
</tr>
<tr>
<td>Youth</td>
<td>9.09%</td>
<td>65%</td>
</tr>
<tr>
<td></td>
<td>25%</td>
<td>9%</td>
</tr>
</tbody>
</table>
# Program Performance by Outcome

<table>
<thead>
<tr>
<th>Employment Rate (Q2)</th>
<th>Employment Rate (Q4)</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Graph" /></td>
<td><img src="image2.png" alt="Graph" /></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Median Earnings</th>
<th>Credential Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image3.png" alt="Graph" /></td>
<td><img src="image4.png" alt="Graph" /></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Measurable Skills Gained</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image5.png" alt="Graph" /></td>
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</tbody>
</table>

[Logo: Humboldt County Workforce Development Board]