Humboldt County Workforce Development Board  
(HCWDB)  
Executive Committee Meeting  
Location: Humboldt County Courthouse (Conference Room A)  
825 5th Street Eureka CA 95501  

AGENDA  
Date: 4/19/2023 Time: 9:00 AM

Opening
1. Board Chair calls meeting to order  
2. Roll Call of Board Members  
3. Board Announcements and Declarations  
4. Director, Staff, & Humboldt Workforce Coalition (HWC) Updates  
5. Adjustments to the agenda  
6. Public comment on non-agenda items

Consent Agenda
1. Mar. 15, 2023, HCWDB Executive Committee meeting minutes (Attachment A)  
   a. Discussion  
   b. Public comment  
   c. Action

Discussion and Action Items
1. 9:30am Presentation from Crowley  
   a. Discussion

2. HCWDB Applications Review (Attachment B)  
   a. Discussion  
   b. Public Comment  
   c. Action

3. HCWDB Attendance Review (Attachment C)  
   a. Discussion  
   b. Public Comment  
   c. Action

4. Top 10 Employers for Industry  
   a. Discussion
5. Public Relations and Marketing for Workforce Development
   a. Discussion
   b. Public Comment
   c. Action

6. Quarterly HCWDB Agenda (Attachment D)
   a. Discussion
   b. Public Comment
   c. Action

7. Regional Plan Implementation (RPI) 5.0 Provider
   a. Discussion
   b. Public Comment
   c. Action

   a. Discussion
   b. Public Comment

9. Future Agenda Items

Adjourn
HCWDB Applications Review

DISCUSSION:
Review HCWDB applications received from Kenny Carswell and Gary Hubble. Discuss and recommend applications to be moved on to the full HCWDB for review and recommendation to the Board of Supervisors (BOS) for appointment to the HCWDB. Additionally review the requirements for

Recommended Action:
Direct staff to move selected applications on to the full HCWDB for review and recommendation to the BOS for appointment to the HCWDB.

HCWDB Attendance Review

DISCUSSION:
Per the HCWDB Bylaws, HCWDB Executive Committee shall routinely review member attendance at board and committee meetings. Members of the Board must not miss more than three (3) consecutive committee and full meetings of the Humboldt Board unless the absences are excused or more than five (5) consecutive committee and full meetings even if some or all of those absences are excused, except that the board may grant the member a leave of absence upon prior request.

Recommended Action:
Direct staff to alert members who have exceeded their absence allotment of their retirement from the HCWDB and to alert Clerk of the Board of these vacancies.

Top 10 Employers by Industry

DISCUSSION:
Review the current lists for the top employers based on industries to get an idea of the industries that are flourishing and discuss options for targeting industries that are missing from the list.

Recommended Action:
Accept report and direct staff to move forward with next steps.
DISCUSSION:
Discuss the options for allowable marketing for Workforce Development and begin working on a comprehensive information outreach strategy to inform the public of the work happening with the HCWDB and its programs, as well as highlighting opportunities for board members and staff to draw more support and attention to the HCWDB.

Recommended Action:
Direct staff to bring back strategies to increase public relations and ways to market the work of the HCWDB in accordance with federal Uniform law.

HCWDB Quarterly Agenda

DISCUSSION:
Review the current items that are anticipated on the agenda for the final HCWDB full board meeting on 5.19.2023 and recommend adjustments as needed.

Recommended Action:
Accept staff recommendations for agenda items pending Committee revisions.

Regional Plan Implementation (RPI) 5.0 Provider

DISCUSSION:
HCWDB has received funding from the State to implement programs that support your Regional Plan. In the past, the Board has utilized Humboldt State University State Sponsored Programs (HSUSPF) for this as they are the Regional Organizer for Humboldt. While this Board could look to sourcing this using the Request for Proposal procurement process, this is not suggested as doing so would delay or stop critical services being provided to the Community with RPI funds.

Recommended Action:
Direct staff to suggest sole sourcing HSUSPF as the RPI provider to the Board of Supervisors.

High Performing Boards Draft Directive

DISCUSSION:
Review the provided draft directive and discuss ways in which this Board can work to achieve as required. The Directive is intended to be implemented state-wide within the year.
Humboldt County Workforce Development Board (HCWDB)
Executive Committee Minutes

Date: 3/15/2023  Time: 9:00 AM
Location: Humboldt County Courthouse (Conference Room A) 825 5th Street Eureka, CA 95501

Members in Attendance:
- Daniel Dixon
- Dennis Leonardi- 9:04am
- Shelly Nilsen
- Lee Cunningham
- Cedar Reuben
- Jeff Hunerlach
- Kerry Venegas- 9:55am
- Rex Bohn- 9:10am

Staff in Attendance: Scott Adair, Logan Ashworth, Kimberly Hopmann, Benjamin Snouffer, Kate Shea and Kerry Meyer with Humboldt Workforce Coalition

1. Opening
   a. Chair Dixon called meeting to order at 9:00 am.
   b. Board Announcements and Declarations
   c. Director, Staff, & HWC Updates
      i. The HCWDB has been awarded $851,500 for offshore wind activities
      ii. All necessary Form 700’s has been received
      iii. The HCWDB has been awarded the Regional Plan Implementation 5.0 grant for regional organizing activities
      iv. The AB626 – Breaking Barriers grant will be brought before the Board of Supervisors April 4.
   d. Adjustments to the agenda
      i. None
   e. Public comment on non-agenda items
      i. None

2. Consent Agenda
   a. Jan.18, 2023 HCWDB Executive Committee meeting minutes (Attachment A)
   b. Letter from CalTrans (Attachment B)
      i. Discussion
         (1) Committee member Reuben moved to accept the consent agenda which was seconded by Committee member Hunerlach.
      ii. Public comment
          (1) None
      iii. Action
          (1) The motion passed 7:0

Discussion and Action Items

1. HCWDB Applications Review (Attachment C)
   a. Discussion
      - Committee member Leonardi moved to accept applications for John McEntagart and Brian Mistler to be brought before the whole board while Staff will seek further clarification regarding Jason Pierce’s eligibility with regards to the Bylaw’s definition of a labor seat. This motion was seconded by Committee member Nilsen.
b. Public Comment
   • None

c. Action
   • The motion passed 7:0

2. HCWDB Attendance Review (Attachment D)
   a. Discussion
      • Committee member Reuben moved staff to follow bylaw procedure regarding
        Board member’s attendance records. This motion was seconded by Committee
        member Leonardi.
   b. Public Comment
      • None
   c. Action
      • Motion passed unanimously.

3. Regional Plan Implementation 4.0 grant Key Performance Indicators (Attachment E)
   a. Discussion
      • Committee member Hunerlach moved to accept the Humboldt Workforce
        Coalition’s suggested Key Performance Indicators of youth, tribal
        representation and justice-involved persons with the addition of looking into
        Humboldt’s unsheltered population for future Regional Plan Implementation.
        This motion was seconded by Committee member Nilsen.
   b. Public Comment
      • None
   c. Action
      • Motion passed 7:0

4. HCWDB Code of Conduct (Attachment F)
   a. Discussion
      • Committee member Reuben moved to have staff return with a Code of Conduct
        tailored to the HCWDB with review by County Counsel. This motion was
        seconded by Committee member Hunerlach.
      • During this time Board member Bohn stepped out to seek County Counsel and
        returned before the item ended.
   b. Public Comment
      • None
   c. Action
      • Motion passed 8:0

5. HWC Memorandum of Understanding
   a. Discussion
      • Committee member Reuben moved to have staff return with a draft
        Memorandum of Understanding that includes specific tasks, detailed definitions,
        role/responsibilities and a vision statement. The motion was seconded by
        Committee member Nilsen.
   b. Public Comment
      • None
   c. Action
      • Motion passed 8:0
6. Future Agenda Items
   a. Presentations from Caltrans, PG&E and AEDC.
   b. Report out on Humboldt’s top ten employers by industry
   c. Marketing and public relations opportunities

Adjourn 10:52am
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 ___

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 X ___ 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 X ___ No ___
   Do you understand the attendance expectations for this Board? Yes X ___ 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 X ___ No ___

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

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FOR OFFICE USE ONLY:

Date Rec’d: ___________________________ Staff: ___________________________ Submittal Date: ___________________________
APPLICATION FOR APPOINTMENT

PART I – Personal Information

Applicant Name (Last, First, and Middle Initial)
Carwell, Kenneth W

Home Telephone

E-Mail Address
Kenwell@snsc.com

Mailing Address

City

State
CA
Zip
95503

Residence Address (if different from mailing address)

City

State
CA
Zip
95502

Name of Business, Agency, or Tribe
Security National

Occupation/Title
Leasing/Operations

Business Address

City

State
CA
Zip
95502

Business Phone

Business Fax

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

1. Mary Waller

2. Bill McDney

3. Tim Callison

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: Commercial Real Estate

☐ 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).

2. 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/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.

**Securities National Properties**

( Agency/Organization/Association Name)

hereby formally nominates

**Kenneth Corsewell**

(ApPLICANT’S NAME)

for appointment to the Workforce Development Board of Humboldt County

**Signature of Senior Executive of Nominating Agency**

**S. Steven Williams**

(Print Name)

**March 30, 2023**

(Date)

**PART IV – Applicant Certification and Signature**

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

**Signature of Applicant**

3/30/23

(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>Huddle Gary A</td>
<td>707-272-0136</td>
<td><a href="mailto:Gary.huddle@gcinc.com">Gary.huddle@gcinc.com</a></td>
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<tr>
<td>Granite Construction Company</td>
<td>Area Superintendent</td>
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<tr>
<td></td>
<td>Eureka</td>
<td>CA</td>
<td>95501</td>
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<th>Business Phone</th>
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<tr>
<td>707-467-4100</td>
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Please provide three references (name, address, phone # and e-mail)

1. Justin Ingram [Redacted] [Redacted] [Redacted]
2. Matt Storm [Redacted] [Redacted] [Redacted]
3. Carson DeVinny [Redacted] [Redacted] [Redacted]

Please indicate which industry you represent

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

- [ ] 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

## 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.

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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://gohumco.org/216/Humboldt-County-Workforce-Development-Board](http://gohumco.org/216/Humboldt-County-Workforce-Development-Board)

**PART III – Nomination**

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

Operating Engineers Local #3

(Agency/Organization/Association Name)

hereby formally nominates

Gary Huddle

(Applicant’s Name)

for appointment to the Workforce Development Board of Humboldt County

____________________________  __________________________
Signature of Chair/Director/Chief of Nominating Agency  Date

**PART IV – Applicant Certification and Signature**

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

____________________________  4/05/2023
Signature of Applicant  Date

**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 X No If yes, which one? 1 STAFF COMMISSIONS THAT ADHERE TO THE BROWN ACT
   FOR THE CITY OF Eureka.

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   Yes X 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 X 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.
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   Do you understand the attendance expectations for this Board? Yes X 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 X No

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<tr>
<td>ASBURN, SWAN R.</td>
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<td><a href="mailto:swan.asburn@gmail.com">swan.asburn@gmail.com</a></td>
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<tr>
<td>CITY OF EUREKA</td>
<td>ECONOMIC DEVELOPMENT MANAGER</td>
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Please provide three references (name, phone # and e-mail)

1. **MIKE SMALL**
   - Phone: [redacted]
   - Email: [redacted]

2. **LONI MILLER**
   - Phone: [redacted]
   - Email: [redacted]

3. **PAM POWELL**
   - Phone: [redacted]
   - Email: [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:

- [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
  - □ Specialty Food, Flowers, and Beverages
  - □ Investment Support Services
  - □ Niche Manufacturing
  - □ Tourism
  - □ Public Economic Development Agency
  - □ Vocational Rehabilitation
  - □ Labor Union
  - □ Higher Education
  - □ Childcare
  - □ Youth employment, training, or education

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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

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<td><strong>PLEASE NOTE:</strong> 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.</td>
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<th>CITY OF EUREKA</th>
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<td>(Agency/Organization/Association Name)</td>
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<td>hereby formally nominates</td>
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<tr>
<th>SWAN ASBURY</th>
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<tbody>
<tr>
<td>(Applicant’s Name)</td>
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<td>for appointment to the Workforce Development Board of Humboldt County</td>
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<thead>
<tr>
<th>Signature of Senior Executive of Nominating Agency</th>
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<tbody>
<tr>
<td>Pamela J Powell</td>
</tr>
<tr>
<td>Print Name</td>
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<tr>
<td>4/14/23</td>
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<td>Date</td>
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<th>PART IV – Applicant Certification and Signature</th>
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<tr>
<td>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.</td>
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<th>Signature of Applicant</th>
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<td>4/14/23</td>
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<td>Date</td>
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<tr>
<td>Executive Committee</td>
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<tr>
<td>Daniel Dixon</td>
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<td>Dennis Leonardi</td>
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**Quroum Met?**

- **Cancel**

**Key**

- Present: ✓
- Excused: EX
- Unexcused: UE

**Cancellation**
AGENDA

Date: 05/23/2023  Time: 8:30AM

• Opening
  a. Board Chair calls meeting to order
  b. Roll call of board members
  c. Adjustments to the agenda
  d. Board member announcements
  e. Board of Supervisors updates
  f. Director and staff updates
  g. Humboldt Workforce Coalition updates
  h. Public comment on non-agenda items

• Approval of February 17, 2022 minutes. (Attachment A)
  • Discussion
  • Public Comment
  • Action

• 9:00am Review and approve HCWDB Membership applications for Brian Mistler and John McEntagart. (Attachment B & C)
  • Discussion
  • Public Comment
  • Action

• 9:15am Nominations and Reappointments to HCWDB and Executive Committee seats. (Attachment D)
  • Discussion
  • Public Comment
  • Action

• 9:45am Industry Sector Report Out-Expectations for upcoming Fiscal Year.(Attachment E)

The Humboldt County Workforce Development Board is an equal opportunity employer / WIOA program. Auxiliary aids and services are available upon request to individuals with disabilities. Please call 707-445-7745 at least 72 hours prior to the meeting.
• Discussion

• **10:15am Project Update: Offshore Wind- Offshore Wind ac hoc.**
  • Discussion

• **10:45 WIOA Quarterly Report** (Attachment F)
  • Discussion

• **11:00 Grant Updates**
  • Discussion

• **11:15 HCWDB New Fiscal Year Schedule and location** (Attachment G)
  • Discussion
  • Public Comment
  • Action

• **Future Agenda items**

• Adjourn
HIGH PERFORMING BOARDS

GENERAL INSTRUCTIONS

The attached Directive is being issued in draft to give the Workforce Development Community the opportunity to review and comment prior to final issuance.

Submit any comments by email no later than March 10, 2023.

All comments received within the comment period will be considered before issuing the final Directive. Commenters will not be responded to individually. Rather, a summary of comments will be released with the final Directive.

Comments received after the specified due date will not be considered.

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**Email**  
PolicyUnit@cwdb.ca.gov  
Include “High Performing Boards Draft Directive Comments” in the email subject line.

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If you have any questions, contact Liz Steelman at PolicyUnit@cwdb.ca.gov.
HIGH PERFORMING BOARDS

EXECUTIVE SUMMARY

This policy provides the guidance and establishes the procedures regarding criteria Local Workforce Development Boards (Local Board) must meet in order to be certified as a High Performing Boards. This policy applies to all Local Boards, and is effective immediately.

This policy contains all state-imposed requirements.


REFERENCES

- Workforce Innovation and Opportunity Act (WIOA) (Public Law 113-128), Section 107, 108, and 129
- California Unemployment Insurance Code (CUIC) Section 14200 and 14211
- SB 1171, Chapter 86, Statutes of 2016
- Workforce Services Directive WSD22-05, Regional and Local Planning Guidance for PY 21-24 Two-Year Modifications (October 27, 2022)
- WSD20-02, Calculating Local Area Performance and Nonperformance (September 18, 2020)
- WSD18-10, WIOA Training Expenditure Requirement (January 31, 2019)
- WSD17-07, WIOA Youth Program Requirements (January 16, 2018)

BACKGROUND

As outlined under the WIOA Section 107, Local Boards are established by the Governor in each Local Workforce Development Area (Local Area) of the state to carry out specific functions. These functions include developing a Local Plan, carrying out analyses of the economic conditions in the region and other workforce and regional labor market research and analysis,
convening local workforce system stakeholders, engaging regional employers, and leading efforts to develop and implement career pathways within the Local Area.

According to CUIC Section 14200, the Governor, through the California Workforce Development Board (CWDB), must establish standards for Local Boards to be certified as High Performing Boards. This requirement was originally established in state law by Senate Bill (SB) 698 (Chapter 497, Statutes of 2011) and later amended by SB 1171 (Chapter 86, Statutes of 2016).

Given the impact of the COVID-19 pandemic on Local Boards and service delivery, the CWDB will continue to use a Local Board’s adherence to existing federal and state requirements related to performance, planning, funding, etc., to assess whether they have met the criteria outlined in CUIC Section 14200.

As California continues recovering from the COVID-19 pandemic, its vision to create a strong current and future economy defined by quality jobs, equity, and environmental sustainability, will play a key role in reconstructing a better and more resilient labor market for job seekers and businesses. Therefore, when the CWDB certifies High Performing Boards in the future, criteria will be established which prioritize investments in industry partnerships, job quality, and meaningful skills attainment. It is important to the economic success of all Californians that the CWDB and Local Boards continue to identify new ways to improve and strengthen our workforce system.

This Directive outlines the statutory criteria and associated deliverables which Local Boards must provide to be considered as a High Performing Board.

**POLICY AND PROCEDURES**

CUIC Section 14200 states the criteria a Local Board must meet to be certified as a High Performing Board. The criteria includes, but is not limited to, the following:

- Meeting or exceeding negotiated performance goals for all measures in the three federal WIOA customer groups: adults, dislocated workers, and youth.
- Developing and implementing local policies and local strategic plans which meet the criteria outlined by both WIOA and California’s Unified Strategic Workforce Development Plan.
- Demonstrating a Local Board’s local strategic plan involves the following:
  - Key stakeholders, including major employers and industry groups in the relevant regional economy, and organized labor.
  - The entire workforce training pipeline for the relevant regional economy, including K-12 education, career technical education, the community college system, and other postsecondary institutions.
Data-driven policies and processes, policy decisions at the local level should be evidence-based and use labor market data to develop and implement the Local Plan.

- Demonstrating investment in workforce initiatives, including training programs that promote skills development and career ladders relevant to the needs of each Local Area’s regional labor market and high-wage industry sectors.
- Establishing a youth strategy aligned with the needs of each workforce development area’s regional labor market and high-wage industry sectors.
- Establishing a business service plan which integrates local business involvement with workforce initiatives.

According to state law, recertification of High Performing Boards must occur midway through implementing the local and regional plans. State law also directs the Governor and the Legislature, as part of the annual budget process and in consultation with the CWDB, to annually reserve a portion of the WIOA 15 percent discretionary funds for the purpose of providing incentive funds to Local Boards certified as High Performing Boards. For program year (PY) 2021-22, $100,000 was reserved in order to be divided equally among all those identified as a High Performing Board. Please note – in future years, the annual reserved amount may fluctuate depending on the Governor’s and Legislature’s priorities.

**High Performing Board Criteria**

The following criteria will be used to determine the certification of a Local Board as a High Performing Board:

1. **Performed Successfully**

   The Local Area has an Individual Indicator Performance Score of 50% or higher as described in WSD20-02, in PY 21-22, for the following primary indicators of performance:
   - Employment Rate 2nd Quarter after Exit
   - Median Earnings

   **Deliverable** – The Local Board met the above definition of Performed Successfully outlined in WSD20-02 for PY 21-22.

2. **Approved Regional and Local Plan**

   As required by WIOA Section 108 and outlined in WSD22-05, a biennial update of Regional and Local Plans is required in order to ensure plans remain current and account for changes in the labor market and economic conditions or in other factors affecting implementation.
Deliverable – The Local Board met the requirements outlined in WSD22-05 and received approval letters for their Regional and Local Plan modifications.

3. WIOA Training Expenditure Requirement

As required by CUIC Section 14211 and outlined in WSD18-10, Local Boards must spend at least 30 percent of the combined total of their adult and dislocated workers’ WIOA formula fund allocation on training services each PY. State law allows Local Boards to use twelve categories of leveraged funds to receive a credit of up to 10 percent toward meeting their training expenditure requirement.

Deliverable – The Local Board met the WIOA training expenditure requirements outlined in WSD18-10 for PY 21-22.

4. WIOA Youth Funding Requirement

As required by WIOA Section 129 and outlined in WSD17-07, Local Areas must spend at least 75 percent of their WIOA youth formula allocation on youth workforce investment activities for out-of-school youth (OSY). Local Areas must also spend at least 20 percent of their WIOA youth formula allocation on work experience.

Deliverable – The Local Board met the OSY and work experience expenditure requirements outlined in WSD17-07 for PY 21-22.

5. Business Services Plan

As outlined in CUIC 14200, each Local Board must establish a business service plan that integrates local business involvement with workforce initiatives. At a minimum, the plan must address the Local Board’s efforts to partner with businesses and labor locally and regionally, the utilization of an electronic system for businesses and job seekers to communicate about job opportunities, and the establishment of a subcommittee or workgroup comprised of business representatives.

Deliverable – A narrative that describes how the Local Board meets the business service plan criteria outlined above.

High Performing Board Application Process

In accordance with CUIC Section 14200, Local Boards that submit a completed High Performing Board Application (Attachment 1) and meet all associated deliverables will receive certification as a High Performing Board.

The completed application and all necessary attachments must be submitted electronically to PolicyUnit@cwdb.ca.gov no later than 5 p.m. on Friday, April 28, 2023.
Assessment of the Application

The CWDB, in coordination with the Employment Development Department, will verify the information provided in the High Performing Board application and notify the local Chief Elected Official regarding their approval or denial.

**ACTION**

Bring this Directive to the attention of the local Chief Elected Official, Local Board, and appropriate staff.

**INQUIRIES**

If you have any questions, contact CWDB Policy Unit at PolicyUnit@cwdb.ca.gov.

/s/ JAVIER ROMERO, Deputy Director
Workforce Services Branch

Attachment:

High Performing Board Application (DOCX)