



AGENDA

Workforce Development Board (WDB) Executive Committee Meeting Virtual via Zoom

April 20, 2022, 9:00AM-10:00AM

In accordance with Executive Order N-08-21 the Workforce Development Board Executive Committee meetings will be held virtually until further notice.

Email Public Comment: To submit public comment to the Workforce Development Board Executive Committee please email gohumco@co.humboldt.ca.us provide your name and the agenda item on 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.

Zoom Public Comment: When it is time for public comment on the item you wish to speak on, the Workforce Development Board Executive Committee Chair will ask for public comment. You may virtually raise your hand using the raise hand function on Zoom 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 +1 669 900 9128 and entering using meeting ID**. When it is time for public comment on the item you wish to speak on, the Workforce Development Board Executive Committee Chair will ask for public comment. Staff will unmute phone lines ask you to state your name and begin your comment. You will have 3 minutes to comment.*

The public may access the live stream of the meeting by using the following link:

<https://us02web.zoom.us/j/85673972949?pwd=V3I4eU5vc3IzREZDTHI6OHViLytYQT09>

Webinar ID: 856 7397 2949

Passcode: 162618

Or Telephone: US: +1 312 626 6799 or +1 346 248 7799 or +1 646 558 8656 or +1 669 900 9128

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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.

	Agenda Item	Who	Action
1.	Opening <ul style="list-style-type: none"> • Meeting Called to Order • Roll Call • Director and Staff Updates • AJCC MOU progress update By Andy Rix • Board Announcements • Adjustments to the Agenda • Public Comment on Non-agenda items 	Chair Staff	Discussion
2.	Consent Agenda Approval of Minutes from March 16, 2022 (Attachment A) Approval of Minutes from April 1, 2022 (Attachment B) Revise approved minutes from November 19, 2021- Michael Hetticher was present, listed in vote but not in attendance. (Attachment C)	Chair	Discussion Public Comment Action: Recommend Approval
3.	Update of cash hold and implications moving forward for WIOA funding. Review of letter to BOS regarding resolution of No Confidence in Auditor Controller (Attachment D)	Scott Adair	Discussion
4.	Recommendation of new chair and vice chair. Presentation of nominations to be shared at full board meeting in May 2022	Chair	Discussion Public Comment Action: Create nomination committee
5.	Discuss process for implementation of hybrid meetings. Review teleworking policy changes.	Chair and Scott Adair	Discussion
6.	Future Meeting Topics	Chair	Discussion
7.	Meeting Adjourned at 10:00 Executive Committee members invited to attend Workforce Presentation by Connie Stewart at CERC	Chair	

Next Meeting: June 16, 2022, 9:00 am

Attachment A

HUMBOLDT COUNTY WORKFORCE DEVELOPMENT BOARD (WDB) EXECUTIVE COMMITTEE MEETING

December 15, 2021 9:00AM
Via Zoom Web Conferencing



MEETING MINUTES

Opening

Call to Order:

Chair, Shelley Nilsen, called the meeting to order at 11:07 AM. A quorum was present.

Committee Members in Attendance (all attending meeting within Humboldt County()):

- Shelley Nilsen (Chair)
- Supervisor Michelle Bushnell
- Daniel Dixon
- Cedar Reuben
- Lee Cunningham (V. Chair)
- Dennis Leonardi
- Pru Ratliff
- Jeff Hunerlach – Absent (excused)

Staff Present: Elisha Hayes, Cathie Childs, Connie Stewart, Kate Shea, Scott Adair, Andy Rix, Peggy Murphy, Kim Hopmann

Adjustments to the Agenda:

N/A

Staff Updates:

- Scott shares those additional options for consequences are still in review. There will be additional options, if found as feasible for the board, will be presented for the full board at the next meeting.
- CAO Hayes has spoken to the external auditor regarding the single audit and its completion is not expected in March, but their hope is to have it complete in April. They will be presenting a draft of the audit next week. The current hold up with the audit is with cash reconciliation. Hayes will speak with MGO to figure out if they can close the gap. There were new findings with the audit, stating that there were multiple fund transfers recategorized by the AC incorrectly. She shared that there is 7 million in long term debt that was included in this finding.
 - CAO Hayes fielded clarifying questions regarding the findings and the status of the single audit.

Consent Agenda:

Discuss consequences of County Auditor-Controller's failure to file FY 2019-2020 Single Audit Report with State Controller's Office and consider adoption of a resolution of no confidence in the auditor / controller to be forwarded to the full Workforce Development Board for possible action with transmittal to the Humboldt County Board of Supervisors(Attachment 1, 2 and 3)

- Cathie Childs noted a typo in the footer and suggested a wording change to reflect the “recommend” to the Board rather than “consider” referring to the Fair Political Practices Commission.
- Scott addressed the cash hold in place and the implications to county programs. This is the first open ended cash hold the county has seen. This goes beyond rant applications cant be written or submitted. Programs will have to run on formula funds. He shares that there are additional workforce grants available to diversify the grant portfolio.
 - Scott addressed questions from members of the board regarding the cash hold, the need for this repetitive resolution and explained the difference between the previous meeting discussion having been more of a public reprimand whereas this would be formalized and this will open the door for other actions.
- Connie shared an update and has been keeping Humboldt State University Sponsored Programs Foundation involved in conversation. The contract is with the county and is not a “when paid” constraint so cashflow isn’t a concern until a stop work notice is given. They are obligated to provide services. EDD shared that the Cash hold is just that, not a stop work. Every confidence once audit is completed, we will be able to get reimbursed. They understand a delay in payment.
- It was noted that the verbiage that states the vote of no confidence in the AC “and staff” should be limited to the AC as morale in the office is already low enough but this fault falls solely on the AC.
- A request by Board Member Leonardi to include the summary from the executive committee from November to now, to show the conversation track regarding the Single Audit.

It was moved by Board Member Reuben and seconded by Board Member Dixon to adopt the resolution attached with clarifying changes proposed by County Council and the members of the board. Motion carried 6:0 with 1 abstention by Supervisor Bushnell.

Staff was directed by Chair Nilsen to schedule a full board meeting to present a resolution for the full board to vote prior to the BOS meeting in May.

Adjourn

Chair Nilsen adjourned the meeting at 11:59am.

Emergency Full Board Meeting Date: April 1, 2022 at 11:00am.

*WDB Agendas and Minutes can be found at:
<http://humboldtqov.org/1709/Workforce-Investment-Board/>
 or by contacting Economic Development at (707)445-7745.*

Attachment A

HUMBOLDT COUNTY WORKFORCE DEVELOPMENT BOARD (WDB) EXECUTIVE COMMITTEE MEETING

April 1st, 2022 11:00AM

Via Zoom Web Conferencing

MEETING MINUTES



Opening

Call to Order:

Chair, Shelley Nilsen, called the meeting to order at 11:02 AM. A quorum was present.

Committee Members in Attendance (all attending meeting within Humboldt County):

- Shelley Nilsen (Chair)
- Supervisor Michelle Bushnell
- Daniel Dixon
- Cedar Reuben
- Rex Bohn- Absent
- Megan Bonham
- Jennifer Budwig
- Rosemary Den Ouden
- Madison Flynn
- Carl Hansen
- Michael Hetticher- Absent
- Patrick Owen
- Lee Cunningham (V. Chair)
- Dennis Leonardi
- Pru Ratliff
- Jeff Hunerlach
- Treston Shull- Absent
- Mark Plubell
- Larry Siler
- Tanya Trump- Absent
- Robyn Stalcup
- Michelle Vassel- Absent
- Kerry Venegas

Staff Present: Scott Adair, Andy Rix, Peggy Murphy, Kimberly Hopmann, Connie Stewart, County Administrative Officer (CAO) Elisha Hayes, Karen Clower.

Staff Updates: No Staff Updates

Board Updates: No Board Updates

2. Discuss options for follow up vote of no confidence in the Auditor Controller (AC).

Discussion: Scott recapped previous discussion regarding the Single Audit for FY 2019-2020 remaining incomplete. A vote of no confidence in the Auditor Controller was taken in November and passed. Humboldt County has been placed on a cash hold as a result of this mandatory audit having passed its most recent deadlines for completion. Until single audit is completed, we will not be able to be reimbursed for any activity continued nor can we apply for additional funding for Workforce Innovation Opportunity Act (WIOA) programs or other diversified federal state funding or grant opportunities.

A letter to the AC is not an option as it is outside the purview of the board. Any board member can reach out to call attention to the issue on their own as a public citizen.

-A question for CAO Hayes from Chair Nilsen: How long will the county float WIOA programs? Ultimately a decision point that will need to be taken to the Board of Supervisors (BOS) should the state say funds will not be recuperated. State has not given written correspondence but has shared verbally that if the county can complete the audit by end of this fiscal year, they should be willing to reimburse.

Board member Budwig- 11:21am Depends on number of grant programs we can apply for. Partners intend to apply for funds but the audit would need to be tendered before they would be accepted/awarded.

Connie- There are two grant opportunities, High Road being one of them due this month, Regional equity recovery and partnership grant CR was extremely interested in this for existing programs. These grants need to be submitted sooner rather than later. The hope is that the grants will be reviewed on their merit and held until audit is completed.

Board Member Stalcup- Workforce opportunities for grant email sent to Scott to share with board

Board Member Dixon- to CAO Hayes, has there been any progress been made with the single audit since the last executive meeting? Hayes: Yes- spoken with MGO their contract has run out of funding and there is work to be done still but it was more significant than anticipated and will be meeting with them this week to talk about the gameplan and anticipated timeline is. Concern is still looming.

Public Comment: No comment

3. Discuss Consequences of County Auditor Controller's failure to file FY 2019-2020 single audit report with the State Controller's office and confirm adoption of a resolution of no confidence in the auditor controller to be forwarded to the Humboldt County Board of Supervisors (Attachment 1, 2 and 3)

Discussion: Board member Reuben moved to adopt the resolution as written and submit to Board of Supervisors and was seconded by Board member Hunerlach.

Motion Carried 17:0 with one Abstention from Madison Flynn

Public Comment: No Comment

Adjourn

Chair Nilsen adjourned the meeting at 11:36am

Next Executive Committee Meeting Date: May 20th, 2022 at 8:30am.

WDB Agendas and Minutes can be found at:

<http://humboldt.gov/1709/Workforce-Investment-Board/>

or by contacting Economic Development at (707)445-7745.



MEETING MINUTES

Workforce Development Board Meeting (WDB)

Via Zoom Web Conferencing

November 19, 2021

8:30 – 10:30 a.m.

MEMBERS PRESENT: Shelley Nilsen (Chair), Lee Cunningham (Vice Chair), Supervisor Michelle Bushnell, Rosemary Den Ouden, Daniel Dixon, Libby Maynard, Patrick Owen, Mark Plubell, Cedar Reuben, Treston Shull, Larry Siler, Susan Seaman, Kerry Venegas, Jennifer Budwig, Madison Flynn, Dennis Leonardi, Pru Ratliff, Jeff Hunerlach and **Michael Hetticher.**

MEMBERS ABSENT: Robyn Stalcup

STAFF PRESENT: Scott Adair and Andy Rix, and Connie Stewart with HSU

Opening

1. Call to Order

Chair Shelley Nilsen called the meeting to order at 8:34 am. A quorum was present.

2. Introductions

Roll call was conducted to determine which board members were in attendance.

3. Director and Staff Updates

Economic Development Director Scott Adair provided updates on Workforce Development Board positions, thanking the former Chair and Vice-chair for their service, and welcoming the incoming Chair and Vice-chair. Director Adair discussed updates to the Workforce Coalition, including the Board of Supervisor's approval of contracts with Humboldt State University Sponsored Programs Foundation. Also, the Formula 1 monitoring is complete, and staff received positive feedback from State officials.

4. Board Announcements

Scott Adair mentioned this having been struck accidentally from the agenda and will remember to include board announcements in future meetings. Pru Ratliff stated that College of the Redwoods Adult and Community Education has acquired new space in downtown Eureka, next to where ESL and high school diplomacy prep classes are held, that will allow enrolled students to have free childcare while in class. They move into that space December 1 and hope to have it ready for spring term. Also, talking to Humboldt County Office of Education about how they can partner to provide these services. Phlebotomy informational meeting on Dec.1st, for classes happening in spring.

5. Adjustments to the Agenda

Board member seat application should be action item vote, not a presentation.

6. Public Comment

Michael Davies-Hughes: Introduced himself, new super intendent of schools for Humboldt County.

Scott Adair read a letter from Veronica Champagne, with EDD, concerning the single audit. The letter is attached to the agenda.

Connie Stewart (HSU) commented that they are on their third audit for SMART activities. Notes attachment B title 1 employment section has both yes and no marked, and the correct answer is yes, they are fully staffed and the job center. She met with the High Road Transitions at the state, and they are encouraging that we apply for apprenticeship grants at the beginning of next year.

Consent Agenda (Attachment A)

- Approval of minutes from August 20, 2021

The Board reviewed the minutes and made it known that Madison Flynn and Jeff Hunerlach were present at the meeting. Cedar moved to approve the minutes with the recommended changes. Madison Flynn Seconded this motion. The motion passed, with 3 abstentions.

AJCC RE-Certification (Attachment B) *AJCC Partner Meeting following WDB Meeting*

Scott Adair states that staff has already completed and submitted a survey as well as the baseline criteria documents. AJCC meeting will discuss the MOU moving forward.

Humboldt Workforce Coalition Organizational Chart (Attachment C)

Scott Adair addressed the updates made to the Workforce Coalition Organizational Chart. He briefly went over the changes to the ETPL coordinator, newly appointed Angelina Hill and the new HSU Regional Organizer, Connie Stewart. Pru Ratliff raised a question about the current MOU and whether or not it still needed revisions. Scott states this is the draft and it will be discussed during the AJCC meeting later today, with MOU contract completion anticipated for June. Pru Ratliff will speak up again later during the meeting regarding the changes.

Chair Nilsen questioned our monitoring status. Director Adair stated that not having the single audit done does put us at risk.

Cedar Reuben questioned the oversight of the state org charts and which organization has authority. Director Adair stated that we could add clarification, and EDD provides oversight for formula funds and CWDB oversees competitive funds.

Pru Ratliff requested clarification on operator versus partner. Both HSU and CR are operators, everyone else is partners. Connie Stewart clarified that typically there would be 3 operators, and there have been discussions to add a third active partner.

Board Member Seat Application (Attachment D)

Scott Adair discussed that there was an application for a seat on the board that was received from Tanya Trump. Tanya currently works with the Economic Development division with HCOE. Tanya Trumps application is attached to the agenda.

Regional Plan and Local Plan Completion (Attachment E/F)

Connie Stewart (HSU Regional Organizer) mentions that the regional plan brings forth wonderful training opportunities and that the state has requested that amendments be made to the grants to reflect the new Organizational chart.

Presentation by County Auditor Regarding FY19-20 Single Audit Completion

Chair Nilsen requested an update on the completion of the 19-20 single audit.

Karen Paz Dominguez (KPD) shares that they have contracted the help of Macias Gini and O'Connell (MGO) to complete bank reconciliation for all departments. External auditors and MGO are working together to come up with timelines that work for everyone. MGO is still missing documents. KPD and her team are currently working on the 20/21 audit to make sure it is on time. Limited resources and reports that no longer exist in the new system are causing a hold up on the 19-20 audits completion. Chair Nilsen clarified that the original deadline was March, and a 6-month extension to September.

Chair Nilsen raised a question regarding what process changes have happened to create such a delay in the audit's completion. What needs to happen to get this done quickly.

KPD states that in October 2019 they had a state of emergency that caused the department to lose power and they had to shift to prioritize payroll and accounts receivable, this caused the first part of a delay and then COVID caused additional delays but allowed employees to work from home. They are still trying to catch up, so they are looking to hire help to get their priorities straightened out to get caught up.

Supervisor Michelle Bushnell wanted to know if an extension was given due to the COVID crisis. KPD says yes.

Mark Plubell questions if a private auditor might be needed to help with getting this audit completed? KPD clarifies that they are currently being handled by external auditors, not within the CAO. KPD shares that the audit is due in March to the external auditor. KPD also states that the external auditor is reviewing both 19-20 and 20-21 to help complete the audits.

County administrative Officer (CAO) Elishia Hayes- Still a significant amount of work that needs to be submitted. They are waiting for the Auditor Controllers office to provide information before it can move forward. She states that she would be reluctant to bring someone new on board and caught up on all the internal workings of the county. CLA is being used and has been used for many years.

Vice-chair Lee Cunningham states that CLA has been phenomenal in the past

Cedar Rueben- Do we have a date for when the audit will be completed? KPD- No concrete date. There is a need for outstanding documentation still not having been provided before they can meet with the external auditors and MGO to get it completed.

Pru Ratliff asks why it takes so long to start the auditor sooner rather than so late in the year? KPD shares that with a county of this size, it's not customary to get the auditor hired sooner.

Jennifer Budwig any other county in the state that has not completed their audit for this time period?

CAO Hayes-No, agencies within their portfolio have complied with the deadline as is.

Dennis Leonardi- wants to know about a concrete date again. Karen responds with regarding the inability and unwillingness to provide a concrete date that she is uncertain of when they will be able to complete the audit. They will however continue to work every day to get this completed and they will be willing to communicate weekly with updates

Cris Polcher- is everyone aware of what is needed and when it is needed? Also wants to know if they have the necessary staff? Karen states that yes, the communication has been made regarding what is needed. MGO is working on the past due audit and the CAO staff is working on the current audit. They will request MGO been in contact weekly

Public Comment: Connie Stewart makes a statement regarding that her confidence is lacking regarding the audit's completion. She expressed frustration with the presentation and the excuses given towards the delay.

Chat:

Anonymous Attendee 1: 10:17am "Answers and questions emailed to the Auditors office are never answered and if there is a reply it is weeks later"

Anonymous Attendee 2: 10:21am "The Auditor controller Karen Paz is unable to successfully fulfill her duties as the county auditor. Blame is constantly being passed on to other departments or third parties that she has hired. Departments and staff members are constantly working hard to meet the requirements and deadlines set forth by her office, yet Karen has been unable to meet any deadlines that she has set for herself. There comes a time when the auditor needs to admit she has failed."

Anonymous Attendee 3: 10:22am "Amen Connie"

(Dismissed messages regarding presentation that was postponed due to extensive discussion on this agenda item)

Anonymous Attendee 4: 10:05am "County departments have met all deadlines set by the auditors office. The '19-20 audit is not closed due to the auditor Karen Paz Dominguez due to her neglect and leadership in communication with the county."

Anonymous Attendee 5: 10:14am "MGO has confirmed they have not received the department information that was provided to the Auditors office. The Auditors office has confirmed that multiple documents and journals have gone missing. 300+ journals have gone missing auditor is the reason the audit isn't complete"

Anonymous Attendee 6: "The bank accounts KPD says MGO is waiting for information on are bank accounts that have not been previously seen and are suddenly being asked about reconciling documents because the ACO was not reconciling accounts"

Dennis Leonardi- Is there anything we can do to help expedite it? Nilsen- Not sure if there is anything we can do.

Motion moved to extend meeting 15 minutes Moved by: Jennifer Budwig - Seconded by: Dennis Leonardi-voted unanimously. Motion approved unanimously.

Consider Recommendation from WDB Executive Committee to take a vote of no confidence to the County Auditor-Controller, pending the presentation and update on the County's Single Fiscal Audit FY19-20 (Attach. G)

Cedar called question- Daniel Dixon motioned to adopt and accept the executive committee's recommendation of a vote of no confidence, Mark Plubel seconded the motion.

Discussion/comment: Daniel Dixon- all those here in positions of leadership understand challenges and there were a lot of them mentioned without solutions mentioned.

No Public Comment.

The Board voted to adopt and accept to executive board recommendation of a Vote of No confidence in the Auditor Controllers Office.

Voted for by hand raise in chat.

The motion passed 15: 2, with one abstention.

2 Nays: Treston Schull, Libby Maynard and Michael Hetticher

1 abstention: Madison Flynn

Presentation by Nordic Aquafarms

Nilsen requests for presentation return for the February Meeting instead of presenting today.

Marianne accept to return to present in February

Scott will follow up with Marianne Naess

Future Meeting Topics

- Broadband
- Targets of Opportunity Study/Labor Market Info.
- Labor Shortage/Child Care Shortage
- Persons with Disabilities in the Workforce
- Nordic Aquafarms Presentation

Meeting Adjourned 10:44am