AGENDA
Workforce Development Board (WDB) Meeting
Virtual Zoom Meeting - https://us02web.zoom.us/j/89702143264 (additional details on Agenda Page 2)
May 8, 2020 8:30 - 10:30 a.m.

<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda Item</th>
<th>Who</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30</td>
<td>Opening</td>
<td>Chair</td>
<td>Discussion</td>
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<tr>
<td></td>
<td>• Meeting Called to Order</td>
<td>Staff</td>
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<tr>
<td></td>
<td>• Introductions</td>
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<td></td>
<td>• Board and Executive Director Announcements</td>
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<td></td>
<td>• Staffing update</td>
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<td>• Adjustments to Agenda</td>
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<td>• Public Comment</td>
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<tr>
<td>8:45</td>
<td>Consent Agenda</td>
<td>Chair</td>
<td>Approve</td>
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<tr>
<td></td>
<td>• Approval of minutes from 02/14/2019</td>
<td>Staff</td>
<td>Consent</td>
</tr>
<tr>
<td></td>
<td>Attachment A</td>
<td></td>
<td>Agenda</td>
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<tr>
<td></td>
<td>• Approval of Executive Director's Report</td>
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<tr>
<td></td>
<td>Attachment B</td>
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<tr>
<td>08:55</td>
<td>Approval of New Board Members</td>
<td>Chair</td>
<td>Action</td>
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<td></td>
<td>• Attachment C - Madison Flynn - NCIDC</td>
<td>Staff</td>
<td>Recommended</td>
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<td>• Attachment D - Jennifer Budwig - RCB</td>
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<td>Approval</td>
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<td>09:05</td>
<td>By-Law Update</td>
<td>Chair</td>
<td>Action</td>
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<tr>
<td></td>
<td>• Attachment E - Current By-laws</td>
<td>Staff</td>
<td>Recommended</td>
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<tr>
<td></td>
<td>• Attachment F - New By-laws</td>
<td></td>
<td>Approval</td>
</tr>
<tr>
<td>09:20</td>
<td>WIOA Quarterly Program Reports</td>
<td>Chair</td>
<td>Discussion</td>
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<tr>
<td></td>
<td>Youth program</td>
<td>Staff</td>
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<td></td>
<td>• Attachment G</td>
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<td></td>
<td>Adult and Dislocated Worker/AJCC Report</td>
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<td>• Attachment H</td>
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<tr>
<td>09:35</td>
<td>COVID-19 Economic Impact and Recovery Reports</td>
<td>Chair</td>
<td>Discussion</td>
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<td>Economic Impact and Recovery Reports</td>
<td>Staff</td>
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<td>• Attachment I</td>
<td>NCSBDC</td>
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<td>Jurisdictional Breakdown</td>
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<td>• Attachment J</td>
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<td></td>
<td><strong>Please note the reports in this packet are current as of 04/30/2020 a new report will be provided when reports are re-calculated on 05/07/20</strong></td>
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<tr>
<td>09:50</td>
<td>Executive Committee and Officer Elections</td>
<td>Nomination Committee Lead Staff Chair</td>
<td>Action Elections</td>
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<td></td>
<td>• Attachment K</td>
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</tr>
<tr>
<td>10:30</td>
<td>Meeting Adjourned</td>
<td>Chair</td>
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</table>
Humboldt Workforce is inviting you to a scheduled Zoom meeting.

Topic: Humboldt County Workforce Development Board

Time: May 8, 2020 08:30 AM Pacific Time (US and Canada)

Please remember to mute your lines when you are not talking to avoid audio feedback.

To Join Zoom Meeting; Click Below

https://us02web.zoom.us/j/89702143264

Dial by your location

+1 669 900 9128 US (California)

Meeting ID: 897 0214 3264
Hello Humboldt County Workforce Development Board,

I hope you and your loved ones are staying healthy, safe and sane during this pandemic. My goodness, things sure have been flipped upside down since we last met. It is crazy to think that just a few months ago we all met at the Sequoia Center for our regularly scheduled WDB meeting. We now live in a different realm and it is concerning to think about the next time we will be able to meet in person again. I look forward to that day and seeing you all safe on the other-side of this crisis.

To update you on my workflow, I am currently holding two positions here at the County of Humboldt. On March 18th I was resourced as a Disaster Relief worker. I am now serving as the Deputy Coordinator of the Economic Impact and Recovery (EIR) Branch of the Emergency Operations Center (EOC), as well as serving as your Executive Director. I work M,W,F at the EOC and T,TH at the Prosperity Center.

You will see included in this month’s reports, is a report from the EIR branch. This analysis covers the self-reported (from local businesses and employers) economic data that we have been collecting. While the economic impacts are very troublesome to see, please also see the more positive Economic Recovery Efforts report that has also been included.

**COVID-19 Support Services for Impacted Individuals Grant**

Humboldt County was awarded a $126,000 grant to provide emergency support service payments for individuals that have been impacted by COVID-19. The additional assistance funds will provide up to $800 per person for basic needs such as childcare, housing and utility assistance, and transportation costs. In addition, funding assistance for equipment needed for teleworking along with digital services for Wi-Fi access may be available.

**National Dislocated Worker Grant-Disaster Recovery Grant**

HC-WDB submitted a grant request for $292,500 for the development of Disaster Recovery work crews. Angela Dennis, SMART Business Resource Center, and I are working with local county departments, EOC Operations, public agencies, and local humanitarian non-profits on developing the worksites. These labor crews will be paid through this grant to help relieve Disaster Recovery efforts. This grant application is still pending, and we may have an update by the meeting on the 8th.

We are preparing for at least another 2 years of economic recovery once the shelter-in-place has been lifted or lessened. In this recovery process, your leadership will be a key element for our county. I thank you all for your work and leadership at this time, now more than ever. I really appreciate those of you that will join us via zoom on the 8th and I am grateful for the flexibility and adaptation as we move this meeting online.

Look forward to “e-seeing” you all soon,

Cara

ATTACHMENT B
## Humboldt County Workforce Development Board

### 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>Flynn, Madison R</td>
<td>(707) 496-8269</td>
<td><a href="mailto:mflynn@ncidc.org">mflynn@ncidc.org</a></td>
</tr>
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<thead>
<tr>
<th>Mailing Address</th>
<th>City</th>
<th>State</th>
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<th>Residence Address (if different from mailing address)</th>
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<tr>
<th>Name of Business, Agency, or Tribe</th>
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<tr>
<td>Northern California Indian Development Council, Inc.</td>
<td>Assistant Director</td>
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<tr>
<th>Business Address</th>
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<tbody>
<tr>
<td>241 F St.</td>
<td>Eureka</td>
<td>CA</td>
<td>95501</td>
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<table>
<thead>
<tr>
<th>Business Phone</th>
<th>Business Fax</th>
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<tbody>
<tr>
<td>(707) 445-8451</td>
<td>(707) 445-8479</td>
</tr>
</tbody>
</table>

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

1. Greg Gehr, 241 F St. Eureka, CA 95501, (707) 445-8451, greg@ncidc.org
2. John Woolley, 147 Melvin Rd. Arcata, CA 955021, (707) 498-1371, woolley@suddenlink.net
3. NCIDC Board of Directors, 241 F St. Eureka, CA 95501, (707) 445-8451, info@ncidc.org

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)
    - [x] 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
   520 E Street
   Eureka, CA  95501
   Attn: Cara Owings, WDB Executive Director
   cowings@co.humboldt.ca.us

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

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

PART III – Nomination

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

Northern California Indian Development Council, Inc.
(Agency/Organization/Association Name)

hereby formally nominates

Madison Flynn
(Applicant’s Name)

for appointment to the Workforce Development Board of Humboldt County

__________________________________________
Signature of Chair/Director/Chief of Nominating Agency

Date

PART IV – Applicant Certification and Signature

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

__________________________________________
Signature of Applicant

03/11/2020

Date

FOR OFFICE USE ONLY:

Date Rec’d: ___________________  Staff: ___________________  Submittal Date: ___________________
RESOLUTION OF THE
NORTHERN CALIFORNIA
INDIAN DEVELOPMENT COUNCIL, INC.

DATE APPROVED: February 7, 2020
RESOLUTION NO.: 20.01

THE AUTHORIZATION FOR THE ASSISTANT DIRECTOR/OR THE EXECUTIVE
DIRECTOR TO COORDINATE, PROCESS AND EXECUTE ALL CONTRACTS,
AGREEMENTS, AMENDMENTS, AND ANCILLARY DOCUMENTS ON BEHALF OF THE
NORTHERN CALIFORNIA INDIAN DEVELOPMENT COUNCIL, INC. FOR THE HUMBOLDT
COUNTY WORKFORCE DEVELOPMENT BOARD (WDB).

WHEREAS, the Northern California Indian Development Council, Inc. (NCIDC) as a
Section 166 Federal WIOA American Indian Funding Grantee has been established to
administer programs designed to meet the needs of American Indian people in
partnership with the WDB; and

WHEREAS, the Northern California Indian Development Council, Inc. is formally
incorporated in the State of California and has a legally binding set of bylaws established
to govern the operation of said corporation; and

WHEREAS, the Governing Council of the Northern California Indian Development
Council, Inc., is empowered to develop and perpetuate the direction of NCIDC for future
services; and this action supports the Northern California Indian Development Councils
strategic framework by supporting business, workforce development and private sector
jobs; and

WHEREAS, a primary and specific purpose of the Northern California Indian
Development Council, Inc. is to research, develop, and administer social and economic
RESOLUTION NO. 20.01 – (Page 2 of 2)

development programs designed to meet the needs of Indian and Native American Communities, and to provide support and technical assistance for the development of such programs;

WHEREAS, the Northern California Indian Development Council, Inc. recognizes the necessity of identifying its authorized representatives for the purpose of executing contractual documents on behalf of the corporation to initiate and maintain project activities funded by the federal, state or local government and private foundations;

NOW THEREFORE BE IT RESOLVED, that the Northern California Indian Development Council, Inc. Governing Council hereby authorizes the Assistant Director and/or the Executive Director, to coordinate, process, and execute all contracts, agreements, amendments, and ancillary documents in behalf of the Corporation.

CERTIFICATION

I, the undersigned, as Chairperson of the Northern California Indian Development Council, Inc., hereby certify that the Northern California Indian Development Council, Inc., at a duly called and convened meeting on the 7th day of February, 2020, adopted this resolution and said resolution has not been rescinded or amended in any way:

Ruby Rollings, Chairperson

ATTEST:

Tracy Foster-Olstad, Vice-Chairperson

February 7, 2020

Date

November 9, 2020

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>Budwig, Jennifer P</td>
<td>768-2054</td>
<td><a href="mailto:Jbudwig@rdwo.com">Jbudwig@rdwo.com</a></td>
</tr>
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<tr>
<th>Mailing Address</th>
<th>City</th>
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<tr>
<td>PO Box 717</td>
<td>Hydesville</td>
<td>C</td>
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<td>100 Deer Creek Ln</td>
<td>Hydesville</td>
<td>C</td>
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<tr>
<td>Redwood Capital Bank</td>
<td>Banker-Chief Lending Officer</td>
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<th>Zip</th>
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<td>402 G St.</td>
<td>Eureka</td>
<td>CA</td>
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<th>Business Phone</th>
<th>Business Fax</th>
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<tr>
<td>444-9817</td>
<td>444-9846</td>
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</tbody>
</table>

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

1. John Dalby 402 G St., Eureka, CA 95501 444-9833 Jdalby@rdwo.com
2. Donna Wright 612 G St., Eureka CA 95501 442-3738 donnawright@eurekachamber.com
3. Leila Roberts 520 E St, Eureka, CA 95501 445-9720; Leila@northcoastsbdc.org

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: Financial services

- [ ] 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
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3. Forward the completed application and a copy of applicants resume to:

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

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

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

PART III — Nomination

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

Greater Eureka Chamber of Commerce

(Agency/Organization/Association Name)

hereby formally nominates

Jennifer Budwig

(Applicant’s Name)

for appointment to the Workforce Development Board of Humboldt County

[Signature]

04/17/2020

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]

4/20/20

FOR OFFICE USE ONLY:

Date Rec’d: Staff: Submittal Date:
BYLAWS
OF THE WORKFORCE DEVELOPMENT BOARD
OF HUMBOLDT COUNTY

ARTICLE I. AUTHORIZATION AND PURPOSE

A. AUTHORIZATION: The Workforce Development Board (hereinafter WDB) of Humboldt County is established under Section 107 of the Workforce Innovation & Opportunity Act of 2014, Public Law 803-32, hereinafter referred to as the WIOA.

B. SCOPE: By its composition, the WDB represents organizations, agencies, and representatives of business. The WDB shall, in accordance with Section 107 of the WIOA; conduct oversight with respect to the one-stop career system. The WDB shall also set policy for the local workforce development system.

C. PURPOSE: The purpose of the WDB shall be to provide oversight of Humboldt County's comprehensive workforce development system consisting of workforce education and training, workforce preparation services, and economic development.

The WDB shall:

1. Develop and submit a local plan in partnership with the chief elected official.

2. Conduct Workforce Research and Regional Labor Market Analysis, including:
   (A) Analyses of the economic conditions in the region, the needed knowledge and skills for the region, activities (including education and training) in the region, and regularly update such information;
   (B) Assist the Governor in developing the statewide workforce and labor market information system, specifically in the collection, analysis, and utilization of workforce and labor market information for the region; and
   (C) Conduct such other research, data collection and analysis related to the workforce needs of the regional economy as the board, after receiving input from a wide array of stakeholders, determines to be necessary to carry out its functions.

3. Convene local workforce development system stakeholders to assist in the development of the local plan, and in identifying non-federal expertise and resources to leverage support for workforce development activities.

4. Lead efforts to engage with a diverse range of employers and with entities in the region involved:
   (A) to promote business.
(B) to develop effective linkages that support employer utilization of the local workforce development system.

(C) to ensure that workforce development activities meet the needs of employers and support economic growth by enhancing communication, coordination, and collaboration among employers, economic development entities, and service providers; and

(D) to develop and implement proven or promising strategies for meeting the employment and skill needs of workers and employers in demand industry sectors or occupations.

5. With representatives of secondary and postsecondary education programs, lead efforts in the local area to develop and implement career pathways within the local area by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment.

6. Lead efforts in the local area to identify and promote proven and promising strategies and initiatives for meeting the needs of employers, workers, and job seekers in the local workforce development system.

7. Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and jobseekers.

8. In partnership with the chief elected official for the local area, conduct oversight for the local youth workforce investment activities, and ensure appropriate use and management of the funds provided.

9. With the chief elected official, and the Governor, negotiate and reach agreement on the local performance accountability measures.

10. Consistent with Section 121 of WIOA, and with the agreement of the chief elected official for the local area, designate or certify one-stop operators, and may terminate for cause the eligibility of such operators.

11. Consistent with Section 123 of WIOA, identify eligible providers of youth workforce investment activities in the local area by awarding grants or contracts on a competitive basis, and may terminate for cause the eligibility of such providers.

12. Coordinate activities with education and training providers in the local area, including providers of workforce investment activities, providers of adult education and literacy activities under Title II, providers of career and technical education (as defined in Section 3 of the Carl D. Perkins Career and Technical Education Act of 1973).

13. Develop a budget for the activities of the local board in the local area, consistent with the local plan and the duties of the local board, subject to the approval of the chief elected official.
14. Annually assess the physical and programmatic accessibility, in accordance with the Americans with Disabilities Act of 1990, of all one stop centers in the local area.

15. Comply with applicable federal and state laws and regulations.

ARTICLE II. MEMBERSHIP

A. The WDB shall consist of the membership as outlined in the WIOA.

B. A majority of members (51%) on the WDB shall be business owners, chief executives, and operating officers of businesses in the local area, particularly from the Target of Opportunity industries identified in the Humboldt County Comprehensive Economic Development Strategy (CEDS) and Local Strategic Plan. A minority of the business owners can be executives of non-profit organizations with employment opportunities that reflect the local area.

C. Twenty percent (20%) shall be representatives of labor agencies.

D. A representative of eligible providers of adult education and literacy services.

E. A representative of higher education providing workforce investment activities in Humboldt County.

F. A representative of local K-12 education.

G. A representative of the state employment services under the Wagner-Peyser Act.

H. A representative of an agency providing local services under Title I of the Rehabilitation Act of 1973.

I. A representative of an economic and community development organization serving the local area.

J. A representative of an agency providing federally funded services for low-income residents.

K. A representative of the Board of Supervisors, with an alternate.

L. A representative of a state elected official (Assembly or Senate) representing Humboldt County with an alternate.

M. Up to three representatives of community-based organizations or businesses that provide the following:
   i. Native American employment development
   ii. Child care
   iii. Employment of people with disabilities
   iv. Serves youth employment, training or education
   v. Trains people with barriers
The term community-based organization is defined as a private nonprofit organization that is representative of a community or a significant segment of a community which has demonstrated expertise and effectiveness in the field of workforce investment.

N. Regarding the size of the WDB, the Humboldt County Workforce Investment Board must meet the minimum WIOA membership requirements and reserves discretionary authority by the Board of Supervisors as local economic conditions indicate.

O. Membership for the WDB shall be solicited through a publicized nomination process.

P. Members shall be appointed by the Humboldt County Board of Supervisors, from a slate of qualified candidate(s) recommended by the WDB.

1. Terms are for a two-year period (2), starting from date of appointment by the Board of Supervisors. Mid-term appointments run through the third June after appointment

2. At the conclusion of a member’s term, the member's position shall be treated as a vacancy, with the current member having the option to request consideration for appointment to an additional term. Reappointment requests will be considered along with any other nominations received for that vacancy.

3. All vacancies are to be filled within 60 days of their occurrence, or as soon as possible.

Q. Members may resign by signed written notice to the WDB Chair or Executive Director, who will notify the Executive Committee and the BOS.

R. Members may be removed for any activity that interferes with or misrepresents the business of the WDB by a vote of two-thirds of the members present and voting at a WDB meeting in which a quorum has been established and where the action has been included on the agenda.

S. Members shall automatically terminate their membership on the WDB for administrative reasons. The Executive Committee may reverse a termination of a member's term by a vote of two thirds of the Executive Committee members present and voting at an Executive Committee meeting in which a quorum has been established and where the action has been included on the agenda. The WDB membership will be notified at the next Full WDB meeting.

Reasons for administrative termination may include:

1. When a member is unable to represent the categorical seat to which (s)he is appointed,

2. Failure to attend three (3) consecutive WDB meetings;
T. Membership is by person, not position, including the mandated partners. Each member shall have equal voting privileges, with each seat representing one vote. Proxy votes by representative or member are not allowed.

U. No member shall vote on any matter which:
   1. Poses the appearance of a conflict of interest to that member or his/her business or organization; and/or
   2. Would financially benefit such member or his/her business or organization.

V. Procedures for Dealing with Conflicts of Interest
   If a member believes (s)he is in a potential conflict situation, (s)he should so advise the Chair, refrain from any discussion on the matter involving the conflict, and register an abstention on any subsequent vote.

   Should the member participate in the discussion and/or vote on the matter, and it is later determined that a conflict situation existed; any agreements resulting from this involvement may be considered invalid. The WDB Chair, whose decision shall then be presented to the WDB for further action, shall initially make consideration of validity. Such action might include ratification of the agreement under such conditions as would make the agreement valid.

W. A member of the BOS shall have one vote at any WDB meeting using the designated BOS member or appointed BOS alternate. Annually, the BOS will specify the designated BOS WDB member and alternate. The BOS appointed alternate is authorized to vote in the absence of the appointed BOS WDB member.

ARTICLE III. ELECTIONS OF OFFICERS AND EXECUTIVE COMMITTEE MEMBERS

A. Officers
   The WDB shall elect a Chair and a Vice Chair, who shall be selected from among the business representative members. Only voting WDB members may serve as officers of the WDB. The terms of the officers shall be one year commencing on July 1st. Following the Chair’s term of office, the Vice Chair shall assume, upon election, the role of Chair with the WDB electing a new Vice Chair.

   The Chair and Vice Chair may serve for no more than two (2) consecutive terms as Chair. The Chair elect and Vice Chair elect shall automatically have their membership extended, if necessary, to coincide with their term of office.

   The Chair shall preside at all meetings of the full WDB and shall perform all duties incidental to the office of Chair.
B. Executive Committee Members
The Executive Committee shall consist of the Chair, the Vice Chair, the Board of Supervisor member of the WDB, and four (4) at-large members.

The Chair shall appoint a member of the WDB to serve on the Executive Committee in one at-large position.

The WDB shall also elect three (3) at-large members of the Executive Committee, at least one of whom shall be selected from among the private sector representative members, and one of whom shall be the liaison with the youth development program staff and operators. All elected at-large members shall serve for 2-year terms, commencing on July 1st. Terms will be staggered in order to support continuity on the Executive Committee.

C. Nomination Process
The Nominations Committee shall be an ad-hoc committee appointed by the Executive Committee, including two general members of the WDB. The Committee shall solicit nominations from the entire WDB membership, beginning in the first quarter of the calendar year. The committee shall submit the nominees for office to the WDB Chair, WDB Vice Chair, Business At-Large Executive Committee member, General At-Large Executive Committee member, and Youth At-Large Executive Committee member. The nominees shall be presented to WDB members at least fifteen (15) days prior to voting and posted as part of the final agenda. Elections shall be held one meeting prior to the last WDB meeting of its fiscal year.

At that meeting, after it is established that a quorum is present, nominees shall be presented to WDB members. Prior to voting the Chair shall take nominations from the floor. Voting shall be public according to the open meeting laws of the State of California. Officers are determined by a simple majority of the members present and voting at a WDB election meeting, and announced prior to close of the meeting.

D. Vacancies
In the event of a vacancy in the position of the Chair, the Vice Chair shall assume the duties of the Chair. In the event of a vacancy in the position of Vice Chair, the Business At-large member of the Executive Committee shall assume the role of Vice Chair for the remainder of the term.

The Vice-Chair shall preside in the absence or vacancy of the Chair, and perform such duties as delegated by the Chair.

In the event of a vacancy of both the Chair and Vice Chair, the Business At-Large elected member shall assume the duties of the Chair.

In the event of a vacancy in a position of an at-large Executive Committee member, the Chair shall appoint a replacement to serve out the designated term of that position. The
Chair has the option of appointing members for different term lengths in order to achieve or maintain staggering of terms.

ARTICLE IV. STAFF

A. The WDB receives Executive Director and other staff support from the County of Humboldt.

ARTICLE V. MEETINGS

A. Regular meetings (at least semi-annually) will be scheduled and announced at the beginning of each fiscal year. Special meetings may be called at the discretion of the Chair, as needed.

B. All meetings of the WDB and its committees shall be called and held pursuant to the provisions of the Ralph M. Brown Act (Gov. Code Section 54950 et seq.).

C. Agendas and minutes of regular and special WDB meetings shall be provided to members and, upon request, the public in a timely fashion.

D. A simple majority of the members of the WDB shall constitute a quorum.

ARTICLE VI. COUNCILS AND COMMITTEES

A. The WDB shall have an Executive Committee, the membership of which shall include the WDB Chair and Vice-Chair; the Board of Supervisors member as selected by the BOS; and four (4) at large members, per Article III.B. One at large member is appointed by the WDB Chair. The remaining three at large members are elected by the WDB membership, at least one coming from the private sector.

B. The Executive Committee shall act on behalf of the full board on all matters of necessity between WDB meetings. That authority shall include:

a. Analyzing information from standing and ad hoc committees, and coordinating their work.

b. Setting agendas for WDB meetings.

c. Authorizing the WDB Chair to sign time-sensitive documents when full WDB approval is not feasible.

d. Reversal of automatic termination of WDB member terms for administrative purposes set forth in Article II. Membership. H.

e. Participation on ad hoc committees and work-groups as needed.
C. Work of the WDB as identified in the strategic plan shall engage WDB members through workgroups or ad-hoc committees, defined as follows:

a. The WDB or Executive Committee designates a work-group by (1) defining a set of specific outcomes, (2) determining a specific timeframe for deliverables, and (3) designating an Executive Committee member to participate on the work-group.

b. Staff organizes and facilitates work-groups. WDB members may serve as chair should the work-group elect to have a chair to best accomplish the outcomes.

c. WDB members may Chair a work-group, as best serves accomplishing the charge of the work-group.

d. Work-groups do not have formal membership requirements, though at least one Executive Committee member participates on each work-group. WDB members participate on a volunteer basis.

e. A maximum of three (3) work-groups may operate at any one time.

f. Work-groups shall report their results and recommendations to the Executive Committee and/or the Full WDB via members or staff.

g. Work-groups may meet at the call of the WDB Chair or the committee Chair.

h. Work-group membership shall not constitute a majority of the membership of the WDB.

ARTICLE VII. ADOPTIONS AND AMENDMENTS

A. These bylaws are hereby adopted upon two-thirds (2/3) vote of the WDB membership present at a meeting at which this item has been noticed and a quorum has been established.

B. These bylaws may be amended, in part or in whole, by two-thirds (2/3) vote of the members present and voting at a regularly scheduled WDB meeting, at which a quorum has been established. Proposed additions and/or deletions to the bylaws must be provided to members at least fifteen (15) days before the meeting at which they are subject to vote.

C. Adoptions or amendments of these bylaws may be proposed by any voting WDB member. Such adoptions or amendments must be presented in writing.

ARTICLE VIII. GENERAL PROVISIONS

A. The WDB shall utilize Robert's Rules of Order as a framework to conduct its business.
B. Nothing in these bylaws shall be construed to take precedence over federal, state or local laws or regulations.

C. All WDB policies will be voted upon at a regularly scheduled WDB meeting.

D. For purposes of these bylaws, “fiscal year” shall be defined as July 1 through June 30.
# Humboldt County Workforce Development Board Bylaws 2020-2022

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Humboldt County Workforce Development Board Bylaws 2020-2022

ATTACHMENT F
ARTICLE I. NAME AND ESTABLISHMENT

1. **Name**: Under these Bylaws, the name for this organization is the Humboldt County Workforce Development Board, hereinafter HC-WDB or WDB. The HC-WDB was established under Section 107 of the Workforce Innovation & Opportunity Act of 2014, Public Law 803-32, hereinafter referred to as the WIOA.

2. **Establishment**: The HC-WDB is established and receives authority in accordance with the WIOA and is appointed by the Humboldt County Board of Supervisors, hereinafter BOS. The BOS have final authority.

ARTICLE II. PURPOSE AND RESPONSIBILITIES

By its composition, the HC-WDB represents organizations, agencies, and representatives of business. The HC-WDB shall, in accordance with Section 107 of the WIOA; competitively procure and oversee the local America’s Job Center of California (AJCC) as part of the one-stop career system. The HC-WDB shall also provide oversight of Humboldt County’s comprehensive workforce development system consisting of workforce, education and training, workforce preparation services, regional research, and economic development.

MISSION STATEMENT AND GOALS

The HC-WDB brings together workforce development, educational, economic development and other employment services in a seamless customer-focused delivery network that enhances access to program services and improves long-term employment outcomes. As AJCC partners, we are committed to administering our independently funded programs as a set of integrated streamlined services to job seekers and employers, by:

- Helping businesses find skilled workers and access other supports services, including education and training, for their current workforce
- Providing an array of employment and business services and connecting customers to work-related training and education
- Continuing to align investments in workforce, education and economic development to regional in-demand jobs
- Reinforcing partnerships and strategies to provide job seekers and workers with high quality career services, education and training, and supportive services needed to get good jobs and stay employed
ARTICLE III. THE DUTIES OF THE HC-WDB

It shall be the duty of the HC-WDB to do all the following:

1. **Local Plan:** With approval from the BOS, develop and submit a local workforce development area plan to the Governor of California;

2. **Regional Plan:** Collaborate with the local and regional stakeholders and with approval from the BOS to develop and submit a regional plan;

3. **Workforce Research and Regional Labor Market Analysis:** Conduct research, specified regional market labor analysis, and periodic economic and workforce analyses as a part of the local planning process and to assist the Governor in developing the statewide workforce and labor market information system;

4. **Convening, Brokering, and Leveraging:** Convene the local workforce development system stakeholders to assist in the development of the local area plan, and identify non-federal expertise and resources to leverage support for workforce activities;

5. **Employer Engagement:** Lead efforts to engage with a diverse range of employers, entities in the region, and economic development entities, including coordination with BOS economic development strategies, in order to promote the participation of local area and regional private-sector employers, develop effective linkages with employers, support employer utilization of the Humboldt County workforce system, ensure the workforce investment activities meet the needs of employers, and support economic growth in the region;

6. **Career Pathways Development:** Collaborate with secondary and postsecondary education program representatives leading the efforts in the local workforce development area to develop and implement career pathways by aligning training, education and support services;

7. **Proven and Promising Practices:** Identify, promote, and disseminate proven and promising strategies, initiatives, and practices for meeting the needs of job seekers and employers;

8. **Technology:** Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, workers, job seekers, and those with barriers to employment; develop intake and case management information systems, remote access, and improve digital literacy skills while leveraging resources and capacity within the system;

9. **Program Oversight:** Conduct program oversight for: local WIOA youth, adult, and dislocated workforce development program activities; the local service delivery system; and the use, management, and investment of workforce
development funds to maximize performance outcomes under WIOA through evidenced-based decision-making;

10. **Negotiation of Local Performance Accountability:** Establish, through negotiation with the BOS and the Governor, local performance and accountability measures;

11. **Selection of Operators and Providers:** Competitively designate and certify one-stop operators, identify eligible adult and youth training providers, and also ensure the provision of opportunities that lead to competitive employment for individuals with disabilities; in conjunction with the State, ensure there are sufficient numbers and types of career and training service providers in a manner that maximizes consumer choice;

12. **Coordination of Education Providers:** Coordinate activities with education and training providers;

13. **Budget and Administration:** Develop a budget for the activities of the HC-WDB consistent with the local workforce development plan and the duties of the HC-WDB under WIOA;

14. **Accessibility for Individuals with Disabilities:** Annually assess the physical and programmatic accessibility of all one-stop centers in the local area in accordance with the Americans with Disability Act of 1990; and

15. **Additional Duties:** The HC-WDB shall perform other functions and duties as required by the WIOA, or by State of California implementing legislation or Executive Orders and shall act in accordance with WIOA and under the direction of the Governing Board.

**ARTICLE IV. MEMBERSHIP**

1. **Composition**

The BOS shall ensure the membership of the HC-WDB conforms to all WIOA requirements. The BOS reserves discretionary authority on membership as local economic conditions indicate. As authorized under WIOA, Section 107, membership of the WDB is established to be composed of at least 19 members or more, in the percentages that follow:

   a. Business representatives shall constitute a majority, 51%, of WDB and must include two or more members that represent small business as defined by the U.S. Small Business Administration. Furthermore, business representative seats may reflect the identified major industries and clusters identified in the Humboldt County Comprehensive Economic Development Strategy (CEDS). Business members must be in positions with a high degree of policymaking and
hiring authority within the business they represent. Their business must provide employment opportunities with high quality work-relevant training and development in local in-demand industry sectors or occupations.

b. Representatives of the workforce shall constitute at least 20% of WDB membership, including representatives of labor organizations, which must constitute at least 15% of WDB membership. Labor Union members must be selected from candidates nominated by local labor federations, including a representative of an apprenticeship program. If local labor federations fail to nominate enough members to reach 15% of WDB membership, then the requirement shall be 10% of WDB membership, as stated in California Unemployment Insurance Code Section 14202.

Representatives of the workforce, which must total 20% of WDB membership, include labor members who may also include representatives of organizations, including community-based organizations (CBO) with experience and expertise in addressing barriers to employment, including organizations that serve veterans, individuals with disabilities, or eligible youth, including out of school youth.

The term community-based organization is defined as a private nonprofit organization that is representative of a community or a significant segment of a community which has demonstrated expertise and effectiveness in the field of workforce investment.

c. Further required Board membership shall include individuals with optimum policymaking authority, as follows:
   • Adult Education/Literacy Representative-Must be nominated by institution or organization
   • Vocational Rehabilitation Representative
   • Higher Education Representative- Must be nominated by institution or organization
   • Wagner-Peyser Representative
   • Public Economic Development Agency Representative

d. Members may also include additional local area representatives appointed by the BOS, representing:
   • Local K-12 education
   • The Board of Supervisors, with an alternate
   • A State elected official (Assembly or Senate) representing Humboldt County, with an alternate
e. Up to three representatives of community-based organizations or businesses that provide the following:
   • Native American employment development
   • Childcare
   • Employment of people with disabilities
   • Serves youth employment, training or education
   • Trains people with barriers to employment

2. HC-WDB Nominations

a. Nominees who are intended to serve as representatives of business in the local area must be nominated by one of the following: an open-membership business organization, business trade association, or an agency board of directors.

b. The Nominations Committee shall be an ad-hoc committee appointed by the Executive Committee, including two general members of the full WDB. The Committee shall solicit nominations from the entire WDB membership, beginning in the first quarter of the calendar year.

c. Nominees who are intended to serve as representatives of labor must be nominated by local labor federations.

d. For other mandated and non-mandated categories, nominees must be nominated by a senior executive from the agency or institution of employment or affiliation.

e. Written or electronic applications must be submitted to the HC-WDB Executive Director.

f. HC-WDB nominations can only be approved when there is a quorum at any regularly scheduled meeting.

g. Prior to the vote, the Chair will take nominations from the floor.

h. Voting shall be public according to the open meeting laws of the State of California.

i. The Executive Committee of the HC-WDB will review applications and determine a recommendation to the full HC-WDB. The HC-WDB will then vote on an action of a formal nomination to be submitted for final approval by the BOS.

3. Executive Committee and Officer Nominations
a. The Executive Committee shall consist of seven (7) members of the HC-WDB and include; Chair, Vice Chair, BOS seat, At-Large Business seat, At-Large Higher Education seat and 2 At-Large General seats.

b. Of the 4 At-Large general seats, the Chair shall appoint one member from the full WDB to serve on the Executive Committee.

c. The full WDB shall also elect three (3) At-Large members of the Executive Committee, at least one of whom shall be a private business member seat and one being a representative of a higher education institution that provides workforce education and training.

d. All elected At-Large members shall serve for 2-year terms, commencing on July 1st. Terms should be staggered in order to support continuity on the Executive Committee.

e. The Chair and Vice Chair seats shall be filled by business representatives.

f. Chair and Vice Chair terms will commence on July 1 and end on June 30 of the following calendar year.

g. A HC-WDB member may serve as Chair or Vice Chair for a period no longer than two years.

h. The Chair elect and Vice Chair elect shall automatically have their membership extended, if necessary, to coincide with their term in the Chair positions.

i. The Chair shall preside at all meetings of the full WDB and shall preform all duties incidental to the office of Chair.

j. A lead Executive Committee member will be appointed by the Executive Committee to create a nomination committee and shall include two at-large HC-WDB members.

k. The Nomination Committee will present the slate of candidates for Executive Committee positions, including the Chair and Vice Chair seats, at the final HC-WDB meeting of the fiscal year and be included on the agenda. The HC-WDB shall be notified of candidates 15 days prior to final WDB meeting of the fiscal year.
1. Prior to voting the Chair will take nominations from the floor, a quorum must be present to vote.

m. Officers are determined by a majority vote of eligible voting members of the HC-WDB.

4. Term and Reappointments

a. HC-WDB appointments and Executive Committee at-large positions will be for a two-year term generally. Terms will start from the date of appointment by the BOS and expire on June 30th the following year. During a member’s first two-year term, June 30th may arrive prior to the end of the two-year period or go beyond the two-year period, depending on appointment date. HC-WDB staff will put the term expiration date of June 30th as close as possible to match the two-year period. In some cases, members may be terminated or reappointed earlier than the full two years or beyond the full two years. Once a member is reappointed, the term will be on the appropriate two-year term schedule.

b. At the conclusion of a member's term, the member's position shall be treated as a vacancy, with the current member having the option to request consideration for appointment to an additional term. Reappointment requests will be considered along with any other nominations received for that vacancy.

5. Vacancies

a. General HC-WDB Vacancies

i. The HC-WDB or its Executive Committee will review membership vacancies as they occur and assess associated needs with appointing a replacement.

ii. HC-WDB staff will report vacancies to the Humboldt County Clerk of the Board on behalf of the BOS. The Clerk of the Board will publicly post the vacancy on the public notice bulletin board located outside the 5th Street entrance of the Humboldt County Courthouse. The vacancy will also be posted on the County of Humboldt, WDB website.

iii. Vacant seats must be filled within 90 days.

b. Officer Vacancies
i. In the event of a vacancy in the position of the Chair, the Vice Chair shall assume the duties of the Chair. In the event of a vacancy in the position of Vice Chair, the Business At-large member of the Executive Committee shall assume the role of Vice Chair for the remainder of the term.

ii. The Vice-Chair shall preside in the absence or vacancy of the Chair, and perform such duties as delegated by the Chair

iii. In the event of a vacancy of both the Chair and Vice Chair, the Business At-Large elected member shall assume the duties of the Chair

iv. In the event of a vacancy in a position of an At-Large Executive Committee member, the Chair shall appoint a replacement to serve out the designated term of that position. The Chair has the option of appointing members for different term lengths in order to achieve or maintain staggering of terms

6. Terminations and Resignations

a. Terminations may be a result of:

i. A member is not reappointed after completion of term

ii. A member fails to attend three consecutive HC-WDB meetings. The Executive Committee may reverse a termination due to absence by a vote of two thirds

iii. A member is unable to represent the categorical seat as appointed

iv. Removal by action of the BOS

b. Resignation process:

i. Members must provide written notice of resignation to the HC-WDB Chair and Executive Director

ii. HC-WDB staff will notify the Humboldt County Board of Supervisors Clerk of the Board, and the HC-WDB

a. Membership is by person, not position, including the mandated partners. Each member must be vetted through the WDB application and approval process.

b. Each member shall have equal voting privileges, with each seat representing one vote.

c. Proxy votes by representatives or members are not allowed.

d. No member shall vote on any matter which:

   i. Poses the appearance of a conflict of interest to that member or his/her business or organization.

   ii. Would financially benefit such member or his/her business or organization.

e. A member of the BOS shall have one vote at any HC-WDB meeting using the designated BOS member or appointed BOS alternate. Annually, the BOS will specify the designated BOS HC-WDB member and alternate. The BOS appointed alternate is authorized to vote in the absence of the appointed BOS HC-WDB member.

8. Procedures for Dealing with Conflicts of Interest

   a. If a member believes (s)he is in a potential conflict situation, (s)he should so advise the Chair, refrain from any discussion on the matter involving the conflict and register an abstention on any subsequent vote.

   b. Should the member participate in the discussion and/or vote on the matter, and it is later determined that a conflict situation existed; any agreements resulting from this involvement may be considered invalid. The HC-WDB Chair, whose decision shall then be presented to the HC-WDB for further action, shall initially make consideration of validity. Such action might include ratification of the agreement under such conditions as would make the agreement valid.

ARTICLE V. STAFF

The HC-WDB receives Executive Director and other staff support from the County of Humboldt County Administrative Office, Office of Economic Development.

ARTICLE VI. MEETINGS
1. Regular meetings (at least semi-annually) will be scheduled and announced at the beginning of each fiscal year. Special meetings may be called at the discretion of the Chair, as needed.

2. All meetings of the HC-WDB and its committees shall be called and held pursuant to the provisions of the Ralph M. Brown Act (Gov. Code Section 54950 et seq.).

3. Agendas and minutes of regular and special HC-WDB meetings shall be provided to members and, upon request, the public in a timely fashion.

4. Alternative technology such as telephone or video or digital conferencing, may be used at HC-WDB board and committee meetings as permitted by the Brown Act.

**ARTICLE VII. COUNCILS AND COMMITTEES**

1. The HC-WDB shall have an Executive Committee, the membership of which shall include the HC-WDB Chair and Vice-Chair; the Board of Supervisors member as selected by the BOS; and four (4) at large members, per Article IV.C.1. One at large member is appointed by the HC-WDB Chair. The remaining three at large members are elected by the HC-WDB membership, at least one coming from the private sector and one from the higher-education sector.

2. The Executive Committee shall act on behalf of the full board on all matters of necessity between HC-WDB meetings. That authority shall include:
   
   a. Analyzing information from standing and ad hoc committees and coordinating their work
   
   b. Setting agendas for HC-WDB meetings
   
   c. Authorizing the HC-WDB Chair to sign time-sensitive documents when full HC-WDB approval is not feasible
   
   d. Reversal of automatic termination of HC-WDB member terms for administrative purposes set forth in Article IV of these bylaws
   
   e. Participation on ad hoc committees and workgroups as needed

1. Work of the HC-WDB as identified in the strategic plan shall engage HC-WDB members through workgroups or ad-hoc committees, defined as follows:
a. The HC-WDB or Executive Committee designates a workgroup by (1) defining a set of specific outcomes, (2) determining a specific timeframe for deliverables, and (3) designating an Executive Committee member to participate on the workgroup.

b. Staff organizes and facilitates workgroups. HC-WDB members may serve as chair should the workgroup elect to have a chair to best accomplish the outcomes.

c. HC-WDB members may Chair a workgroup, as best serves accomplishing the charge of the workgroup.

d. Workgroups do not have formal membership requirements, though at least one Executive Committee member participates on each workgroup. HC-WDB members participate on a volunteer basis.

e. A maximum of three (3) workgroups may operate at any one time.

f. Workgroups shall report their results and recommendations to the Executive Committee and/or the Full HC-WDB via members or staff.

g. Workgroups may meet at the call of the HC-WDB Chair or the committee Chair.

h. Work-group membership shall not constitute a majority of the membership of the HC-WDB.

ARTICLE VIII. ADOPTIONS AND AMENDMENTS

1. These bylaws are hereby adopted upon two-thirds (2/3) vote of the HC-WDB membership present at a meeting at which this item has been noticed and a quorum has been established.

2. These bylaws may be amended, in part or in whole, by two-thirds (2/3) vote of the members present and voting at a regularly scheduled HC-WDB meeting, at which a quorum has been established. Proposed additions and/or deletions to the bylaws must be provided to members at least fifteen (15) days before the meeting at which they are subject to vote.

3. Adoptions or amendments of these bylaws may be proposed by any voting HC-WDB member. Such adoptions or amendments must be presented in writing.
ARTICLE IV. GENERAL PROVISIONS

1. The HC-WDB shall utilize Robert's Rules of Order as a framework to conduct its business.

2. Nothing in these bylaws shall be construed to take precedence over federal, state or local laws or regulations.

3. All HC-WDB policies will be voted upon at a regularly scheduled HC-WDB meetings.

4. For purposes of these bylaws, “fiscal year” shall be defined as July 1 through June 30.

5. A simple majority of the members of the HC-WDB shall constitute a quorum.

6. These bylaws shall be reviewed and approved by the HC-WDB every two years in alignment with the start of the calendar year.

HUMBOLDT COUNTY WORKFORCE DEVELOPMENT BOARD

By: _______________________________ Date: ____________________
Dena McCullough, HC-WDB Chair

ATTESTED

By: _______________________________ Date: ____________________
Ryan Sharp, Clerk of the Board, County of Humboldt
Eastern Humboldt (Dream Quest):
A participant attended the California Workforce Association’s Youth@Work Conference Leadership Program in San Jose. She is finishing her first semester at College of the Redwoods (CR). She authored an article for Dream Quest that is attached. Another participant graduated from the Basic Firefighter Academy in January and is ready to be employed with Cal Fire.

Eel River Valley (Redwood Community Action Agency):
Redwood Community Action Agency (Eel River Valley):
A participant who had been struggling to find work got a job at Ray’s Food Place. He already received a promotion and loves the new challenges and opportunities that his job entails. He loves grilling food for the community.

Eureka (Redwood Community Action Agency):
A participant who enrolled just before the COVID-19 Shelter-in-Place order has applied for Vet Technician programs and scholarships. She recently obtained a job at Dollar Tree. Another participant, who also attended the Youth@Work Conference obtained a permanent position at Crestwood Behavioral Health. He works many hours and also attends CR. He checks in regularly via text to report that he is practicing self-wellness both mentally and physically when he is not at work.

Northern Humboldt (McKinleyville Family Resource Center):
A participant who enrolled in 2018 returned to school and recently graduated with a Psychology degree from Humboldt State University (HSU). They obtained a paid internship working as a mentor at Arcata High School. Another participant was hired permanently at Arcata Playhouse after they had worked there as a WEX. It was a perfect match as they love theatre arts. Another participant was able to complete their first year at HSU after enduring housing/financial struggles. Other participants who were laid off due to COVID-19 were able to find alternative employment with essential businesses.

Mattole Restoration Council (Southern Humboldt):
A participant works at the Bootlegger in Garberville and will attend CR in the fall. Another participant began working for Bureau of Land Management and loves it. She gained office and field skills, has assisted with several projects and works with the public. She is now attending CR. Another participant began working at KMUD Community Radio as an editor and recorded narration in the news department. He recently applied for a permanent position and got it! Another young person who had graduated from high school began working as a Teacher’s Aide at a local elementary school and loves it! A participant began working at the Hemp Connection, a local clothing store. She was able to gain retail experience and share her technical skills with them, which led to the creation of an online retail store. She is preparing to take her California High School Proficiency exam this summer.
LEAVING OUR SMALL TOWN TO SPEAK TO 200+ PEOPLE

My name is Amber Pratt and I’m with the Dream Quest StepUP program. I got to go to the three-day Youth Leadership component of the California Workforce Association’s Youth@Work Conference. I had the opportunity to go last year as well and have learned so much about myself and other people. The experience started with a 5 hour drive down to San Jose. It didn’t feel very long because I was very excited! The youth group was a lot smaller than last year. There were about 15 of us. One of the leaders was the same that was there last year and he remembered me! He told me how much I have grown and how much of a positive change I have made. I have this conference to thank for that! We learned about the struggles people have in their everyday lives and how to (Continued page 3)

ITS YOUR MOVE

“It’s Your Move” is a crash course in Design Thinking, which was developed specifically for young adults. The curriculum has been used at the Youth Training Academy in Del Norte County through College of the Redwoods, as well as a course in Australian high schools. The design thinking process has been used by many multinational corporations and global philanthropic organizations to tackle some of the most difficult problems they encounter.

At Dream Quest we will be using this process to empower young people to engage with their community in a meaningful and impactful way. Throughout the process we will be observing the systems we live in, conducting interviews, using media to market our ideas and ultimately launching some sort of business, action, or service. The process and the people will determine the outcome. We are so excited to find out what that will be!

NEW OFFERINGS @ DQ

West African Drumming is now offered Monday afternoons at 4:30! Musician John Evans will be leading the experience. Classes are $5. Other potential classes include Knitting, Jazz & Contemporary Dance, Representational Drawing and Lakota Style Lodges. If you are interested in any of the following, please let us know.

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COMMUNITY CASH DONATIONS TRANSFORM DREAMS TO REALITY

This past year Dream Quest was given more cash donations than in any previous year from generous individuals, families, businesses, organizations and foundations. Thank you! Many donations were in response to the annual donation letter. Unsolicited cash donations arrived throughout the year in donation boxes, through the mail and are hand delivered along with hugs and kind words. Your support and commitment will provide opportunities for local youth to explore and build their dreams. Thanks to your support Dream Quest is entering its 20th year of service, and has provided over 210,000 service hours to over 1,800 youth. Many names are not included in the list below, as they prefer to remain anonymous. To anyone left off the list, please accept our sincere apology.

Thank you, everyone for being an important part of this successful journey!

Supernovas
Coast Central Credit Union
George & Peggy Schmidbauer
Humboldt Area Foundation
St. Joseph Health

Star Gazers
CJP Gess Donor Fund- Norm & Bev Bensky
Humboldt Sponsors
Jim & Gay Morrison
Kokatat Inc.
Mid Klamath Watershed Council
Ray's Food Place
Schmidbauer Family Foundation

Vision Makers
Butch & Jan Mathews
Connie & Roger Miller
Frank & Dorothy Dutra
Holiday Funding Partnership
Lynn Martinez & Jay Smith
Michael Celentano
Oakes Family
Phyllis Stockel
Redwood Capital Bank in the name of Michele & Jack Reike
Sierra Pacific Foundation
Tsunami Wireless
Whitson Inc.

Dream Weavers
Arloa Kupilik
Benbow Historic Inn
Gil & Mediha Saliba
Green Diamond Resource Co.
Hank & Cathy Ray Pierson
Pauli-Shaw Insurance Agency
Trinity Trust

Shooting Stars
Bruce & Janet Nelson
David Sanders & Mary Raigoso
Dennis & Dee Doiron
Dick & Joan Miller
Greg & Carla Berry
Ken & Darlene McCoy
Maggie & Scott Nelson
MJ Fracess-Allen Family
Richard & Marilyn Fox
Robert & Trisha Stark
Rory & JoAnn Hanson
Rosanny & Sequoia Dixon
Scott & Kim Yoder
Sil & Lee-Ann Brander
Spirit Family
Tanka Chase - The Mill Yard
Trina Cardoza
Trinity Valley Consulting Engineers
Willow Creek Farms
Willow Creek Mini Storage

Dream Supporters
David & Linda Lippman
Don & Barbara Darst
Dr. Howard Hunt & Janet Nash Hunt
Garrett & Kerry Watty
Janet Futrell
Julie Benbow in honor of Connie Miller
Linsey & Ryan Jones & Family
Marianna Voulgaris/Trinity Herbals & Wellness
Neukom Family Farm
Ryan Smith & Family
Sandra Sterrenberg

& More Anonymous Donors
The Dream Quest StepUP Program offers unique support for youth ages 14-24. It includes help accessing education and training, attaining a high school diploma or GED, exploring career options, providing leadership opportunities, paid or unpaid work experience, supportive services including help with transportation, guidance and much more. It also means that you have caring individuals who support you and who you can turn to for support. Paid work experience is one of the many opportunities available. We can help. Contact Nick Wilde at Dream Quest (530) 629-3564. We’re here for you.

EMPLOYERS OF THE FUTURE

I had the pleasure of attending the California Workforce Association’s (CWA) Youth@Work Conference this January. The theme was “Architects of the Future.” Conference topics included apprenticeships, emotional intelligence, addressing the generation gap in the workplace and so much more! The common theme that I’d like to talk about here is what the workplace will look like in the future with the advancement of artificial intelligence and automation.

The workforce and educational systems are struggling with how to prepare our young people for jobs which have not been invented yet. High-tech industries are moving so quickly, that it is hard to keep track of where things are going. One pattern is becoming clear, the need to continue developing new skills regularly in order to stay pertinent in any industry. This is why having a willingness to learn and knowing how to learn are some of the most valuable skills a young person can have these days. Certain things that can’t be learned by a computer, such as creativity, critical thinking, collaboration and communication. We need to be able to think outside the box and make personal connections with co-workers and our clients in order to stay relevant in the changing job market.

One of the presentations posed the question about what current jobs do we think could be automated in the near future, and the secretary/office assistant came up. It would seem to be a hard thing for a computer to organize an office, maintain contact with clients and be personable. The general feeling was that this job will be around for a while to come. Then the presenter played a short video. In the video, a person types into Google that they would like to have a hair appointment between 10-12 that morning. The computer then makes a series of phone calls to different hair salons using AI, voice recognition and pre-recorded messages, which the people at the salons do not know about, and successfully schedules an appointment in a matter of minutes. It was an eerie look into the future!

So remember, the employers of the future are not looking for good memorization skills, or a specialist in a narrow field. That specialty may be irrelevant in a few years! They are looking for people that are willing and able to adapt and learn new things, be able to innovate and collaborate with their coworkers and most importantly, be able to create a deep human connection with clients and partners.
<table>
<thead>
<tr>
<th>2019/2020 Q1-Q3</th>
<th>Number of Enrollments</th>
<th>Employment Rate Q2 After Exit</th>
<th>Median Earnings Q2 After Exit</th>
<th>Employment Rate Q4 After Exit</th>
<th>Credential Rate Q4 After Exit</th>
<th>Measureable Skill Gain</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Planned (Full Year)</td>
<td>Actual YTD</td>
<td>Planned</td>
<td>Actual</td>
<td>Planned</td>
<td>Actual</td>
</tr>
<tr>
<td>Adult</td>
<td>57</td>
<td>56</td>
<td>56.5%</td>
<td>88.6%</td>
<td>54.5%</td>
<td>63.3%</td>
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<td></td>
<td>31 / 35</td>
<td>$5,250</td>
<td>19 / 30</td>
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<tr>
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<td></td>
<td></td>
<td>$7,800</td>
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<td>58.0%</td>
<td>94.7%</td>
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<tr>
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<td></td>
<td></td>
<td>12 / 2</td>
<td>$6,600</td>
<td>1 / 2</td>
<td>58.0%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$7,280</td>
<td>50.0%</td>
<td>100.0%</td>
<td>2 / 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>52.0%</td>
<td>64.3%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>24 / 37</td>
<td></td>
</tr>
<tr>
<td>Dislocated Worker</td>
<td>49</td>
<td>36</td>
<td>57.5%</td>
<td>100.0%</td>
<td>56.5%</td>
<td>52.0%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>12 / 12</td>
<td>$6,600</td>
<td>1 / 2</td>
<td>52.0%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$7,280</td>
<td>50.0%</td>
<td>100.0%</td>
<td>9 / 14</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>64.3%</td>
<td></td>
</tr>
</tbody>
</table>

All metrics are cumulative YTD.

Q2 metrics are cumulative based on exits between 07/01/18 and 06/30/19.

Q4 metrics are cumulative based on exits between 01/01/18 and 12/31/18.

MSG metrics are based on enrollments in a training program between 07/01/19 and 06/30/20.

ATTACHMENT H
528
COVID Loans Made to Humboldt County Businesses
(PPP, SBA EIDL, Local Bridge Loans, and other)

917
Local Businesses Assisted
(Guidance counseling, advising, and triage services provided by SBDC/OES/OES Business Task Force)

1,218
Business Contacts / Outreach
(Connections with local businesses by OES/partner agencies to discuss and evaluate business resources and needs)

$95.4 Million
In Locally-Leveraged Financial Resources Available for COVID Response
(Funding allocated by local financial institutions and County partner agencies for providing COVID-related loans and other financial assistance to Humboldt County businesses)

2,081
Workers Assisted
(Through Job Center/SMART)

All data are current as of 04-29-2020.
Data are self-reported by local banking partners and County partner agencies, as well as Chambers of Commerce, Business Districts, and other Merchant Associations. Data may be subject to change.
15
Permanent Business Closures

2,408
Permanent Job losses

11,130
COVID-incident Unemployment Claims

$30.2 Million
Reported Local Business Revenue Loss

729
Businesses Reporting through EIR Survey

All data are current as of 04-29-2020.

Data are based on Humboldt County businesses who are self-reporting and who have submitted responses through the Humboldt County OES Economic Impact Survey. Losses have not been independently verified and may be subject to change.
Job Losses by Business Type

- Agriculture, Forestry, Fishing, and Hunting: -5% (-120)
- Construction: -4% (-94)
- Manufacturing: -1% (-23)
- Retail Trade: -16% (-381.5)
- Finance and Insurance: -1% (-22.5)
- Real Estate: -3% (-37.5)
- Professional, Scientific, and Technical Services: -3% (-63)
- Arts, Entertainment, and Recreation: -5% (-117)
- Accommodation and Food Services: -36% (-857.5)
- Health Care and Social Assistance: -6% (-110.4)
- Other: -20% (-488)

All data are current as of 04-30-2020.
Data are based on Humboldt County businesses who are self-reporting and who have submitted responses through the Humboldt County OES Economic Impact Survey. Losses have not been independently verified and may be subject to change.
COVID-19 Revenue Loss by Business Type

- Agriculture, Forestry, Fishing, and Hunting: 34% ($10,116,000)
- Manufacturing: 5% ($1,566,158)
- Retail Trade: 16% ($4,371,706)
- Finance and Insurance: 0% ($101,398)
- Real Estate Rental and Leasing: 2% ($451,551)
- Professional, Scientific, and Technical Services: 3% ($750,215)
- Arts, Entertainment, and Recreation: 2% ($660,883)
- Accommodation and Food Services: 11% ($3,360,853)
- Health Care and Social Assistance: 6% ($1,291,237)
- Educational Services: 10% ($3,035,132)
- Other: 11% ($3,213,857)

All data are current as of 04-30-2020. Data are based on Humboldt County businesses who are self-reporting and who have submitted responses through the Humboldt County OES Economic Impact Survey. Losses have not been independently verified and may be subject to change.
Job Losses by Business Type

All data are current as of 04-30-2020. Data are based on Humboldt County businesses who are self-reporting and who have submitted responses through the Humboldt County OES Economic Impact Survey. Losses have not been independently verified and may be subject to change.
<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Revenue Loss</th>
<th>Job Loss</th>
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</thead>
<tbody>
<tr>
<td>Eureka</td>
<td>CA</td>
<td>95501</td>
<td>6,005,894.0</td>
<td>-917.5</td>
</tr>
<tr>
<td>Eureka/Cutten</td>
<td>CA</td>
<td>95503</td>
<td>1,403,938.3</td>
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<tr>
<td>McKinleyville</td>
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<td>95519</td>
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<tr>
<td>Arcata</td>
<td>CA</td>
<td>95521</td>
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<tr>
<td>Bayside</td>
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<tr>
<td>Blue Lake</td>
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<td>Willow Creek</td>
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<td>Whilashorn</td>
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<td>-4</td>
</tr>
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*$\text{contain zip codes not visible at map scale}$

**ATTACHMENT I**
The HC-WDB Nominations Committee consists of the following:

Nominations Committee Lead – Prudence Ratliff

Two At Large HC – WDB members – Susan Seaman and Libby Maynard

The Committee met on April 14, 2020 per the Bylaws to discuss and make nominations for the Executive Committee. Per the Bylaws: Article IV: Membership, 3. Executive Committee and Officer Nominations: The Executive Committee shall consist of seven (7) members of the HC-WDB and include; Chair, Vice Chair, BOS seat, At-Large Business seat, At-Large Higher Education seat and 2 At-Large General seats. The current EC membership is as follows with one vacancy:

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Original Appointment to Full WDB</th>
<th>Original Appointment to EC</th>
<th>Latest Reappointed</th>
<th>Expires</th>
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</thead>
<tbody>
<tr>
<td>Virginia</td>
<td>Bass</td>
<td>2012</td>
<td></td>
<td>appointed annually by BOS</td>
<td></td>
</tr>
<tr>
<td>Daniel</td>
<td>Heinen</td>
<td>2014</td>
<td>2015</td>
<td>2019</td>
<td>6/30/2021</td>
</tr>
<tr>
<td>Susi</td>
<td>Huschle</td>
<td>2016</td>
<td>2017</td>
<td>2018</td>
<td>Vacant</td>
</tr>
<tr>
<td>Dennis</td>
<td>Leonardi</td>
<td>2014</td>
<td>2017</td>
<td>2018</td>
<td>6/30/2020</td>
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<tr>
<td>Dena</td>
<td>McCullough</td>
<td>2017</td>
<td>2017</td>
<td>2019</td>
<td>6/30/2021</td>
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<td>Pru</td>
<td>Ratliff</td>
<td>2017</td>
<td>2019</td>
<td>2019</td>
<td>6/30/2021</td>
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<tr>
<td>Mike</td>
<td>Newman</td>
<td>2012</td>
<td>2018</td>
<td>2018</td>
<td>6/30/2020</td>
</tr>
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</table>

The Nominations Committee would like to put forward the following candidates:

Dena McCullough – Chair

Mike Newman – Vice Chair

Both Dennis Leonardi and Mike Newman’s terms are expiring and they have agreed to stay on the committee. Due to Susi Huschle’s retirement there is one seat open at this time. The following are being put forward as candidates from the Nomination Committee and Nominations will be taken from the floor at the May 8, 2020 full Board meeting:

Daniel Dixon

Cedar Reuben

Kerry Venegas