



Humboldt County Workforce Development Board Meeting

**Location: Humboldt County Library
1313 3rd St Eureka CA 95501, Conference Room**

Public Attendance Options:

In Person at address listed above.

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

<https://us02web.zoom.us/j/85066857954?pwd=QVVrdnBIRmhyNVRDYTBBUjZadWlrQT09>

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

Zoom Public Comment: When it is time for public comment on the item you wish to speak on, the Workforce Development Board Chair will ask for public comment. You may virtually raise your hand using the raise hand function on 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 **1 346 248 7799** and entering using meeting Webinar ID **850 6685 7954** and Passcode **852481** When it is time for public comment on the item you wish to speak on, the Workforce Development Board Chair will ask for public comment. Staff will unmute phone lines and you may introduce yourself and express your desire to speak. Staff will then ask you to state your name and begin your comment. You will have 3 minutes to comment.

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

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

Date: 05/19/2023

Time: 8:30AM

- **Opening**
 - Board Chair calls meeting to order
 - Roll call of board members
 - Adjustments to the agenda
 - Board member announcements
 - Board of Supervisors updates
 - Director and staff updates
 - Humboldt Workforce Coalition updates
 - Public comment on non-agenda items

- **February 17, 2023 meeting minutes (Attachment A)**
 - Discussion
 - Public Comment
 - Action

- **HCWDB membership applications (Attachment B)**
 - Discussion
 - Public Comment
 - Action

- **HCWDB reappointments (Attachment C)**
 - Discussion
 - Public Comment
 - Action

- **HCWDB Executive Committee nominations (Attachment D)**
 - Discussion
 - Public Comment
 - Action

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- **HCWDB 2023-24 meeting schedule** (Attachment E)
 - Discussion
 - Public Comment
 - Action

- **HCWDB local eligible training provider list (ETPL) policy** (Attachment F)
 - Discussion
 - Public Comment
 - Action

- **WIOA quarterly report** (Attachment G)
 - Discussion

- **Grant updates**
 - Discussion

- **Offshore wind ad hoc update**
 - Discussion

- **Community Economic Resilience Fund (CERF) letter of support** (Attachment H)
 - Discussion
 - Public Comment
 - Action

- **Redwood Region Climate & Community Resilience Hub (CORE Hub) presentation**
 - Discussion

- **Future agenda items**

- **Adjourn**

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AGENDA DETAIL

February 17, 2023 meeting minutes

Board to review meeting minutes from the February 17, 2023 HCWDB meeting.

STAFF RECOMMENDATION: Move to approve the February 17, 2023 meeting minutes.

HCWDB membership applications

Board to review and discuss applications provided. All applicants have been reviewed and recommended by the HCWDB Executive Committee to present to the full HCWDB for appointment.

STAFF RECOMMENDATION: Move to approve the applicants for recommendation for appointment to the HCWDB by the Board of Supervisors.

HCWDB reappointments

Board to review reappointment requests for the HCWDB.

STAFF RECOMMENDATION: Move to approve reappointments to the HCWDB for recommendation to the Board of Supervisors.

HCWDB Executive Committee nominations

Board to review nomination slate as presented by the Executive Committee Nomination Ad Hoc and open the floor to nominations from the full Workforce Development Board.

STAFF RECOMMENDATION: Move to approve Executive Committee nominations for recommendation to the Board of Supervisors.



HCWDB 2023-24 meeting schedule

Board to review proposed meeting schedule for the 23-24 fiscal year and discuss location options.

STAFF RECOMMENDATION: Move to approve HCWDB 23-24 fiscal year meeting schedule and direct staff to investigate suggested locations availability.

HCWDB local eligible training provider list (ETPL) policy

Board to review and discuss local eligible training provider list (ETPL) policy. The local ETPL policy before you for review aligns with the state ETPL policy and acts as framework to regulate the decision-making regarding providers and courses that can be entered into the CalJobs ETPL module. The local ETPL policy is a requirement per Workforce Service Directive (WSD) 21-03.

STAFF RECOMMENDATION: Move to approve local ETPL policy for use by HCWDB staff.

WIOA quarterly report

Board to receive quarterly staff report on status of Workforce Innovation Opportunity Act (WIOA) grant funds and program metrics.

Grant Updates

Board to receive report out from current grants that are not formula funds and discuss potential grant opportunities.

Offshore wind ad hoc update

Board to receive an update from the HCWDB offshore wind ad hoc regarding ongoing efforts and participation in wind energy.



Community Economic Resilience Fund (CERF) letter of support

Board to review and discuss California Center for Rural Policy request for letter of support regarding Community Economic Resilience Fund (CERF).

STAFF RECOMMENDATION: Move to approve request for letter of support.

CORE Hub Presentation

Board to receive a presentation from CORE Hub regarding their ongoing efforts surrounding Community Benefits Agreements associated with offshore wind and port development. CORE Hub representatives will discuss how their efforts support the HCWDB Local and Regional plan and the Humboldt County Comprehensive Economic Development Strategy (CEDs).



**Humboldt County
Workforce Development Board (HCWDB)
Meeting Minutes**

Date: 2.17.2023

Time: __08:30am__

Location: Zoom

MEMBERS ATTENDANCE:

- | | |
|--|---------------------------|
| • Dan Dixon: Chair | • Megan Bonham |
| • Dennis Leonardi: Vice-Chair | • Mark Plubell |
| • Shelley Nilsen | • Mike Hetticher- Excused |
| • Lee Cunningham | • Madison Flynn |
| • Jeff Hunerlach | • Tanya Trump- Excused |
| • Cedar Ruben | • Leslie Castellano |
| • Kerry Venegas | • Treston Shull |
| • Michelle Bushnell: Board Supervisor | • Robyn Stalcup- Excused |
| • Rex Bohn: Alt Board Supervisor-Excused | • David Wayte- Excused |
| • Rosemary Den Ouden- Excused | |

STAFF: Scott Adair, Peggy Murphy, Logan Ashworth, Kim Hopmann

OTHERS IN ATTENDANCE: Connie Stewart & Kate Shea from Humboldt Workforce Coalition (HWC)

1. Opening:
 - a. Meeting called to order at 8:32am
 - b. Board Announcements
 - i. Member Castellano shared an update about the Upstate Creative Core that started this week.
 - c. Director and staff updates
 - i. Director Adair shared updates on the offshore wind project, including the sale of the Humboldt call area.
 - ii. Peggy Murphy shared an update on staffing, introducing Logan Ashworth as the Workforce Specialist and Kim Hopmann's permanent position as Administrative Analyst.
 - d. Adjustments to the Agenda
 - i. n/a
 - e. Public Comment on non-agenda items:
 - i. n/a

Approval of September 14th 2022 minutes

- a. Approval of minutes from September 14, 2022 with notes that there were some spelling errors that needed correction.
- b. Public Comment: n/a
- c. Action:
 - ii. It was moved by Member Reuben seconded by Member Nilsen to approve the minutes from 9.14.22 with typographical edits. Motion carried 13:0

2. HCWDB Membership Applications

- a. The Board discussed the applicants, Marlee Mansfield-Chavez, Tom Hooven and James Forbes. A few questions were raised and fielded by staff.
- b. Public comment:
 - i. n/a
- c. Action
 - i. It was moved by Member Cunningham and seconded by Supervisor Bushnell to approve the applications and take them for ratification by the Board of Supervisors. Motion carried 13:0

3. HCWDB Recruitment

- a. The Board discussed the options for recruiting to fill necessary seats. They discussed the qualities in a good Board candidate and how to improve engagement for all Board members.

4. AB2449 Brown Act Update

- a. The Board was given an update directed by staff on the changes to the Ralph M Brown Act. They discussed the changes, and when they would take place as well as how it will affect the HCWDB moving forward.

5. WIOA Quarterly Report

- a. Logan Ashworth lead a brief presentation for the quarterly report that shows the standings for the Workforce Innovation and Opportunity Act funding that the board is responsible for maintaining.

6. Offshore Wind ad hoc Update

- a. The Offshore Wind ad hoc committee shared information on the activities of the ad hoc, the frequency of their meetings and how the efforts are tying into the mission of the HCWDB. Additionally, it was shared that staff will be attending the International Partnering Forum in Baltimore and invited board members to attend as well to learn more about Offshore Wind.
- b. Member Castellano left the meeting at 10:30am

7. Humboldt Workforce Coalition Annual Update

- a. Connie Stewart, Director of Initiatives with Cal Poly Humboldt as part of the Humboldt Workforce Coalition shared updates on staffing, grant funding, upcoming projects and current approvals for projects that are in the works.

8. Future Agenda items

- Nordic Aquafarms Update
- Major Project updates
- Bylaw changes
- BOS General Updates

Adjourn – Time: 11:30am



APPLICATION FOR APPOINTMENT

PART I – Personal Information			
Applicant Name (Last, First, and Middle Initial) <i>Carswell, Kenneth W</i>	Home Telephone [REDACTED]	E-Mail Address [REDACTED]	
Mailing Address [REDACTED]	City [REDACTED]	State <i>CA</i>	Zip <i>95503</i>
Residence Address (if different from mailing address)	City	State	Zip
Name of Business, Agency, or Tribe <i>Security National</i>	Occupation/Title <i>Leasing/Operations</i>		
Business Address [REDACTED]	City [REDACTED]	State <i>CA</i>	Zip <i>95502</i>
Business Phone [REDACTED]	Business Fax		

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

1. <i>Mary Wallaker</i> [REDACTED]
2. <i>Bill McAuley</i> [REDACTED]
3. <i>Tim Callison</i> [REDACTED]

Please indicate which industry you represent.

 PRIVATE INDUSTRY (please specify which sector you represent)

- Diversified Health Care
 Building and Systems Construction
 Management and Innovation Services
 Forest Products

 Other: *Commercial Real Estate*

- Specialty Food, Flowers, and Beverages
 Investment Support Services
 Niche Manufacturing
 Tourism

 PUBLIC INDUSTRY (please specify which sector you represent)

- Wagner-Peyser
 Board of Supervisors Representative
 Assembly/State Representative
 Education (specify)
 Adult

 K-12

- Public Economic Development Agency
 Vocational Rehabilitation
 Labor Union
 Higher Education

- Community Based Organization (specify)
 Native American employment development
 Address Barriers to Employment

- Childcare
 Youth employment, training, or education

PART II – Guidelines

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

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

1. Represent the sector for which you are applying (be an owner of a business, a chief executive/operating officer of a business or agency, or other business executive or employer with optimum policy making or hiring authority).
1. Secure a Nomination. A nomination must be secured prior to submitting this application by completing Part III below. Guidelines for nominations are as follow:
Private Sector seats require a formal nomination by an open-membership business organization, a sitting WDB business member or a business trade association, or an agency board of directors.
Labor Union seats require a formal nomination from a local labor federation.
All other seats require a nomination from a senior executive from the agency or institution of employment or affiliation.

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

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

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

PART III – Nomination

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

Security National Properties

(Agency/Organization/Association Name)

hereby formally nominates

Kenneth Carswell

(Applicant's Name)

for appointment to the Workforce Development Board of Humboldt County

[Signature]
Signature of Senior Executive of Nominating Agency

Date

March 30, 2023

S. Steven Williams

Print Name

Senior Vice President of Real Estate

Title

PART IV – Applicant Certification and Signature

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

[Signature]

Signature of Applicant

3/30/23

Date



APPLICANT QUESTIONNAIRE

1. Meetings of the Workforce Development Board shall be called and held pursuant to the provisions of the Ralph M. Brown Act.

Have you ever been participated on a board or committee that adheres to the Brown Act?

Yes ___ No If yes, which one? _____

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

If appointed to the Workforce Development Board, do you agree to attend these meetings?

Yes No ___

3. Upon appointment to the board, you will be provided with a copy of the current Workforce Development Board bylaws.

Do you agree to review and adhere to the Workforce Development Board bylaws? Yes No ___

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

Do you agree to properly notify staff if you are unable to attend a scheduled meeting? Yes No ___

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

5. Applicants selected for appointment will be required to submit a Form 700: Statement of Economic Interest, annually

Do you agree to file the Form 700 annually and disclose any conflict of interest? Yes No ___

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

FOR OFFICE USE ONLY:

Date Rec'd:

Staff:

Submittal Date:



APPLICATION FOR APPOINTMENT

PART I – Personal Information			
Applicant Name (Last, First, and Middle Initial) Huddle Gary A	Home Telephone [REDACTED]	E-Mail Address [REDACTED]	
Mailing Address [REDACTED]	City [REDACTED]	State CA	Zip 95482
Residence Address (if different from mailing address) [REDACTED]	City [REDACTED]	State CA	Zip 95490
Name of Business, Agency, or Tribe Granite Construction Company	Occupation/Title Area Superintendent		
Business Address [REDACTED]	City Eureka	State CA	Zip 95501
Business Phone 707-467-4100	Business Fax		

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

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

Please indicate which industry you represent

PRIVATE INDUSTRY (please specify which sector you represent)

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

PUBLIC INDUSTRY (please specify which sector you represent)

- | | |
|---|--|
| <input type="checkbox"/> Wagner-Peyser Act
<input type="checkbox"/> Board of Supervisors Representative
<input type="checkbox"/> Assembly/State Representative
<input type="checkbox"/> Education (specify)
<input type="checkbox"/> Adult <input type="checkbox"/> K-12

<input type="checkbox"/> Community Based Organization (specify)
<input type="checkbox"/> Native American Employment Development
<input type="checkbox"/> Employ People with Barriers
<input type="checkbox"/> Train People with Barriers | <input type="checkbox"/> Economic Development
<input type="checkbox"/> Vocational Rehabilitation
<input type="checkbox"/> Labor Organization

<input type="checkbox"/> College of the Redwoods

<input type="checkbox"/> Child Care
<input type="checkbox"/> Youth Employment, Training, or Education
<input type="checkbox"/> Federally Fund Programs/Services for Low-Income Residents |
|---|--|

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

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

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

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

For questions or additional information, please call (707)445-7745
or visit our website: <http://gohumco.org/216/Humboldt-County-Workforce-Development-Bo>

PART III – Nomination

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

Operating Engineers Local #3
(Agency/Organization/Association Name)

hereby formally nominates

Gary Huddle
(Applicant's Name)

for appointment to the Workforce Development Board of Humboldt County

Signature of Chair/Director/Chief of Nominating Agency

Date

PART IV – Applicant Certification and Signature

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



Signature of Applicant

4/05/2023

Date

FOR OFFICE USE ONLY:

Date Rec'd:

Staff:

Submittal Date:



APPLICANT QUESTIONNAIRE

1. Meetings of the Workforce Development Board shall be called and held pursuant to the provisions of the Ralph M. Brown Act.
Have you ever been participated on a board or committee that adheres to the Brown Act?
Yes No If yes, which one? 1 STAFF COMMISSIONS THAT ADHERE TO THE BROWN ACT FOR THE CITY OF Eureka.
2. Appointment to the Humboldt County Workforce Development Board is a commitment for a two-year term starting the date of appointment by the Board of Supervisors through June 30th of the following fiscal year. If appointed to the Workforce Development Board, you are expected to attend meetings quarterly. Each meeting of the full Workforce Development Board is approximately three hours long.
If appointed to the Workforce Development Board, do you agree to attend these meetings?
Yes No
3. Upon appointment to the board, you will be provided with a copy of the current Workforce Development Board bylaws.
Do you agree to review and adhere to the Workforce Development Board bylaws? Yes No
4. Attendance expectations are outlined in the bylaws. Members of the board must not miss more than three consecutive meetings unless excused and no more than five consecutive meetings, whether excused or unexcused, to maintain your seat on the board. Attendance is tracked, reviewed and recorded in the minutes for each meeting. Failure to adhere to the attendance guidelines may result in termination from the Board. If you expect to be absent from a meeting that you must notify the Chair of the Board and/or the Executive Director of the intended absence by no later than 5:00PM the day prior to the scheduled meeting, to be considered excused.
Do you agree to properly notify staff if you are unable to attend a scheduled meeting? Yes No
Do you understand the attendance expectations for this Board? Yes No
5. Applicants selected for appointment will be required to submit a Form 700: Statement of Economic Interest, annually
Do you agree to file the Form 700 annually and disclose any conflict of interest? Yes No

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

FOR OFFICE USE ONLY:

Date Rec'd:

Staff:

Submittal Date:



APPLICATION FOR APPOINTMENT

PART I – Personal Information			
Applicant Name (Last, First, and Middle Initial) ASBURN, SWAN R.	Home Telephone [REDACTED]	E-Mail Address [REDACTED]	
Mailing Address [REDACTED]	City [REDACTED]	State CA	Zip 95524
Residence Address (if different from mailing address)	City	State	Zip
Name of Business, Agency, or Tribe CITY OF EUREKA	Occupation/Title ECONOMIC DEVELOPMENT MANAGER		
Business Address [REDACTED]	City [REDACTED]	State CA	Zip 95501
Business Phone [REDACTED]	Business Fax		

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

1. MILES SLATTERY , [REDACTED]
2. LANE MILLER , [REDACTED]
3. PAM POWELL , [REDACTED]

Please indicate which industry you represent.

PRIVATE INDUSTRY (please specify which sector you represent)

- Diversified Health Care
- Building and Systems Construction
- Management and Innovation Services
- Forest Products
- Other:

- Specialty Food, Flowers, and Beverages
- Investment Support Services
- Niche Manufacturing
- Tourism

PUBLIC INDUSTRY (please specify which sector you represent)

- Wagner-Peyser
- Board of Supervisors Representative
- Assembly/State Representative
- Education (specify)
 - Adult
 - K-12

- Public Economic Development Agency
- Vocational Rehabilitation
- Labor Union
- Higher Education

- Community Based Organization (specify)
 - Native American employment development
 - Address Barriers to Employment

- Childcare
- Youth employment, training, or education

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1. Represent the sector for which you are applying (be an owner of a business, a chief executive/operating officer of a business or agency, or other business executive or employer with optimum policy making or hiring authority).
1. Secure a Nomination. A nomination must be secured prior to submitting this application by completing Part III below. Guidelines for nominations are as follow:
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Labor Union seats require a formal nomination from a local labor federation.
All other seats require a nomination from a senior executive from the agency or institution of employment or affiliation.
2. Forward the completed application to:
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825 5th Street
Eureka, CA 95501
Attn: Scott Adair, Economic Development Director
sadair@co.humboldt.ca.us

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

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

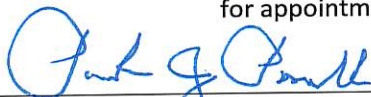
PART III – Nomination

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

CITY OF EUREKA
(Agency/Organization/Association Name)
hereby formally nominates

SWAN ASBURN
(Applicant's Name)

for appointment to the Workforce Development Board of Humboldt County



Signature of Senior Executive of Nominating Agency

4/14/23

Date

Paula J Powell

Print Name

4/14/23

Title

PART IV – Applicant Certification and Signature

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



Signature of Applicant

4/14/23

Date



APPLICANT QUESTIONNAIRE

1. Meetings of the Workforce Development Board shall be called and held pursuant to the provisions of the Ralph M. Brown Act.

Have you ever been participated on a board or committee that adheres to the Brown Act?

Yes No If yes, which one? Humboldt Sponsored Programs Foundation Board

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

If appointed to the Workforce Development Board, do you agree to attend these meetings?

Yes No

3. Upon appointment to the board, you will be provided with a copy of the current Workforce Development Board bylaws.

Do you agree to review and adhere to the Workforce Development Board bylaws? Yes No

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

Do you agree to properly notify staff if you are unable to attend a scheduled meeting? Yes No

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

5. Applicants selected for appointment will be required to submit a Form 700: Statement of Economic Interest, annually

Do you agree to file the Form 700 annually and disclose any conflict of interest? Yes No

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

FOR OFFICE USE ONLY:

Date Rec'd:

Staff:

Submittal Date:



APPLICATION FOR APPOINTMENT

PART I – Personal Information			
Applicant Name (Last, First, and Middle Initial) Mistler, Brian J	Home Telephone [REDACTED]	E-Mail Address [REDACTED]	
Mailing Address [REDACTED]	City Arcata	State CA	Zip 95521
Residence Address (if different from mailing address)	City	State	Zip
Name of Business, Agency, or Tribe Still Center, LLC	Occupation/Title Principal		
[REDACTED]	City San Francisco	State CA	Zip 94115
Business Phone [REDACTED]	Business Fax		

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

1.	Cedar Ruben, [REDACTED]
2.	Bethany Rizzarti [REDACTED]
3.	Kacie Flynn [REDACTED]

Please indicate which industry you represent.

PRIVATE INDUSTRY (please specify which sector you represent)

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

PUBLIC INDUSTRY (please specify which sector you represent)

- | | |
|---|---|
| <input type="checkbox"/> Wagner-Peyser | <input type="checkbox"/> Public Economic Development Agency |
| <input type="checkbox"/> Board of Supervisors Representative | <input type="checkbox"/> Vocational Rehabilitation |
| <input type="checkbox"/> Assembly/State Representative | <input type="checkbox"/> Labor Union |
| <input type="checkbox"/> Education (specify) | <input type="checkbox"/> Higher Education |
| <input type="checkbox"/> Adult | |
| <input type="checkbox"/> K-12 | |
| <input type="checkbox"/> Community Based Organization (specify) | |
| <input type="checkbox"/> Native American employment development | <input type="checkbox"/> Childcare |
| <input type="checkbox"/> Address Barriers to Employment | <input type="checkbox"/> Youth employment, training, or education |

PART II – Guidelines

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

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

1. Represent the sector for which you are applying (be an owner of a business, a chief executive/operating officer of a business or agency, or other business executive or employer with optimum policy making or hiring authority).
1. Secure a Nomination. A nomination must be secured prior to submitting this application by completing Part III below. Guidelines for nominations are as follow:
Private Sector seats require a formal nomination by an open-membership business organization, a sitting WDB business member or a business trade association, or an agency board of directors.
Labor Union seats require a formal nomination from a local labor federation.
All other seats require a nomination from a senior executive from the agency or institution of employment or affiliation.
2. Forward the completed application to:
Workforce Development Board
825 5th Street
Eureka, CA 95501
Attn: Scott Adair, Economic Development Director
sadair@co.humboldt.ca.us

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

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

PART III – Nomination

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

Humboldt County Workforce Development Board

(Agency/Organization/Association Name)

hereby formally nominates

Brian Mistler

(Applicant's Name)

for appointment to the Workforce Development Board of Humboldt County

Daniel Dixon

Signature of Senior Executive of Nominating Agency

01/24/2023

Date

Daniel Dixon

Print Name

WDB Chair

Title

PART IV – Applicant Certification and Signature

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

Brian J. Mistler

Signature of Applicant

1/24/2023

Date



HUMBOLDT WDB
WORKFORCE DEVELOPMENT BOARD

APPLICATION FOR APPOINTMENT

PART I – Personal Information			
Applicant Name (Last, First, and Middle Initial) McEntagart, John P	Home Telephone [REDACTED]	E-Mail Address [REDACTED]	
Mailing Address [REDACTED]	City Eureka	State Ca	Zip 95501
Residence Address (if different from mailing address)	City	State	Zip
Name of Business, Agency, or Tribe IBEW Local 551	Occupation/Title Business Manager		
Business Address [REDACTED]	City Santa Rosa	State Ca	Zip 95403
Business Phone [REDACTED]	Business Fax [REDACTED]		

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

1. Jeff Hunerlach - [REDACTED]
2. Keith Dias - [REDACTED]
3. Doug Toland - [REDACTED]

Please indicate which industry you represent

PRIVATE INDUSTRY (please specify which sector you represent)

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

PUBLIC INDUSTRY (please specify which sector you represent)

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

PART II – Guidelines

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

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

1. Represent the sector for which you are applying (be an owner of a business, a chief executive/operating officer of a business or agency, or other business executive or employer with optimum policy-making or hiring authority).
2. Be formally nominated 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. **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: Scott Adair, ECONOMIC DEVELOPMENT DIRECTOR
sadair@Co.Humboldt.Ca.US

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

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

PART III – Nomination

PLEASE NOTE: Applicant must secure the nomination and signature of an appropriate Agency, Organization, or Association as described in Part II - #3 above, prior to submitting the application to the Workforce Development Board.

Building and Construction Council of Humboldt and Del Norte Counties
(Agency/Organization/Association Name)

hereby formally nominates

John McEntagart
(Applicant's Name)

for appointment to the Workforce Investment Board of Humboldt County

[Signature]
Signature of Chair/Director/Chief of Nominating Agency

1-10-2023
Date

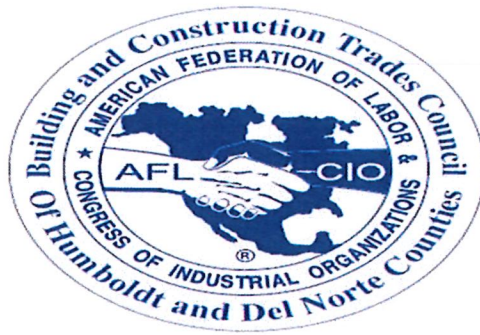
PART IV – Applicant Certification and Signature

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

[Signature]
Signature of Applicant

1-10-2023
Date

FOR OFFICE USE ONLY:		
Date Rec'd:	Staff:	Submittal Date:



January 10, 2023

Scott Adair, Economic Development Director
The Humboldt Workforce Development Board
520 E St.
Eureka, CA. 95501

Dear Mr. Adair;

On January 10th, 2023, The Building and Construction Trades Council of Humboldt and Del Norte Counties met and nominated Mr. John McEntagart as a Labor Delegate to the Humboldt Workforce Development Board.

Mr. McEntagart has been an advocate for labor and working people in Humboldt County for over five years. He serves as a Trustee on our Council and we are unanimous in nominating him for this position.

We appreciate your consideration of Mr. McEntagart's application.

Thank you,

Jeff Hunerlach, Secretary-Treasurer

JH/jm
OPEIU 29 afl-cio

WIOA Require	Humboldt County Workforce Development Board Composition			Add to Total
I. Representatives of Business				
SHALL	Staffing Services	Express Employment Professionals	Shelley Nilsen	1
	Investment Support Services	Kingsview Partners	Daniel Dixon	1
	Diversified Healthcare	Independent Physicians Association	Rosemary Den Ouden	1
	Diversified Healthcare	Providence St. Joseph Healthcare/IBM	Megan Bonham	1
	Specialty Food, Flowers and Beverage	Leonardi Dairy	Dennis Leonardi	1
	Manufacturing	Bay Tank Metals	Lee Cunningham	1
	Investment Support Services	Humboldt Investment Capital, LLC	Cedar Reuben	1
	Building and System Construction	Hooven & Co., Inc.	Timothy Hooven	1
	Management & Innovation Services	Still Center, LLC	Brian Mistler	1
	Commercial Real Estate	Security National Properties	Kenny Carswell	1
	Building and System Construction	Granite Construction Company	Gary Huddle	1
			Vacant	0
			Vacant	0
			Vacant	0
I. Category Sub-Totals				11
II. Workforce Representatives				
SHALL	Labor Union	Operating Engineers Local #3 Union	Jeff Hunerlach	1
	Labor Union	Heat and Frost Insulators, Local #16	Mark Plubell	1
	Labor Union	Laborer's Local 324	Treston Shull	1
	Labor Union	IBEW Local 551	John McEntagart	1
	CBO serving employment, training, education for eligible youth	Blue Lake Rancheria Tribal Ed. Agency	Marlee Chavez	1
	CBO addresses employment, training, education for eligible youth	Northern CA Indian Development Council	Madison Flynn	1
	II. Category Sub-Totals			
III. Education and Community Development Entities				
SHALL	Adult Education	College of the Redwoods	Vacant	0
	Institution of Higher Education Offering Workforce Investment Activities	Cal Poly Humboldt	Vacant	0
	Wagner-Peyser Act	CA Employment Development Department	Robyn Stalcup	1
	Vocational Rehabilitation	CA Department of Rehabilitation	James Forbes	1
	Economic and Community Development	City of Eureka- Economic Development	Swan Asbury	1
III. Category Sub-Totals				3
IV. Local Area representatives appointed by BOS				
MAY	K-12 Education	Humboldt County Office of Education	Tanya Trump	1
	Federally funded serving low income			0
	Chief Elected Official (BOS)	Humboldt County Board of Supervisors	Michelle Bushnell; Rex Bohn (Alt.)	1
	State elected representative			0
	Former Youth Council Board Member to serve on the Executive Committee			0
IV. Category Sub-Totals				2
Up to 3 representatives from CBO or businesses that provide any of the following services				
MAY	Native American Employment Development			0
	Child Care non-profit	Changing Tides Family Services	Kerry Venegas	1
	Employees people with disabilities			0
	Serves youth employment, training or education	Ink People	Leslie Castellano	1
	Trains people with barriers			0
IV. Category Sub-Totals				2
	WIOA Required		I.thru IV. Category Sub-Totals	24
	WIOA optional, but deemed important in Humboldt		Total Private Sector Representatives	11
	Not Meeting WIOA Requirement		Total Workforce Representatives	6
	Meeting WIOA Requirement		51% Private Business	46%
	New HCWDB Applicant at Ex Comm Review		20% Workforce (Labor/CBO)	25%
	New HCWDB Applicant at Full Board Review		15% Workforce (Labor Union)	17%
	VACANT SEAT			
	Pending Retirement from HCWDB			
	Pending BOS Ratification			

2023-24 Humboldt County Workforce Development Board
Reappointments and Resignations

Reappointments:

Dan Dixon (7/1/23 – 6/30/25)

Shelley Nilsen (7/1/23 – 6/30/25)

Jeff Hunerlach (7/1/23 – 6/30/25)

Megan Bonham (7/1/23 – 6/30/25)

Rosemary Den Ouden (7/1/23 – 6/30/25)

Resignations:

2023-24 Humboldt County Workforce Development
Board Executive Committee Nomination List

Chair: Daniel Dixon (7/1/21 – 6/30/25)

Vice Chair: Dennis Leonardi (7/1/22 – 6/30/24)

At-Large Business Seat: Shelley Nilsen (7/1/23 – 6/30/25)

At-Large Higher Education Seat: empty

At-Large Labor Seat: Jeff Hunerlach (7/1/23 – 6/30/25)

At-Large General Seat: Cedar Reuben (7/1/22 – 6/30/24)

At-Large General Seat: Lee Cunningham (7/1/22 – 6/30/24)



2023-2024 HCWDB Meeting Schedule

	HCWDB Meetings	HCWDB Executive Committee
	<i>Quarterly</i> <i>TDB- Humboldt County Office of Education Annex</i>	<i>2x each Quarter</i> <i>TDB- Humboldt County Office of Education Annex</i>
July 2022		HCWDB BREAK
August 2022	HCWDB Retreat-HCOE unavailable 8/18/23 9:00 -4:00pm	
September 2022		Friday 9/22/23 9:00-11:00am
October 2022		Friday 10/20/23 9:00-11:00am
November 2022	Friday 11/17/23 9:00-12:00pm	
December 2022		Friday 12/15/23 9:00-11:00am
January 2023		Friday 1/12/24 9:00-11:00am
February 2023	Friday 2/16/24 9:00-12:00pm	
March 2023		Friday 3/22/24 9:00-11:00am
April 2023		Friday 4/19/24 9:00-11:00am
May 2023	Friday 5/17/24 9:00-12:00pm	
June 2023		Friday 6/14/24 9:00-11:00am

TO: All Humboldt County Workforce Innovation and Opportunity Act (WIOA) Staff, Subrecipients and Service Providers

FROM: Humboldt County Workforce Development Board

EFFECTIVE: New – Effective Upon Local Workforce Development Board Approval

SUBJECT: Local ETPL Policy and Procedures

REFERENCES: WSD21-03, WSD19-10, WIOA sections 3, 107(h), 116, 122, 123,129, 134 and 404.

PURPOSE:

The purpose of this policy is to delineate the policy and procedures surrounding the local Eligible Training Provider List.

BACKGROUND:

WSD21-03 requires that all local and regional workforce development boards adopt their own ETPL policy and procedure pursuant to WSD21-03.

DEFINITIONS:

ETPL: Eligible Training Provider List

AJCC: America’s Job Centers for California

WIOA: Workforce Innovation Opportunity Act

DIR DAS: Department of Industrial Relations Division of Apprenticeship Standards

WASC: Accrediting commission for schools

BPPE: Bureau for Private and Post-Secondary Education

CEC: California Education Code

WSCUC: WASC Senior College and University Commission

CalJOBS: The online interface between our workforce programs and the state.

EDD: Employment Development Department

Multi-Craft Core Curriculum: a comprehensive pre-apprenticeship training curriculum. It was developed and approved by the Building Trades National Apprenticeship and Training Committee in 2008

Employment Rate: Percentage of program participants who are in unsubsidized employment.

Median Earnings: Total quarterly earnings, for all participants employed in the second quarter after exit, are collected by either direct wage record match or supplemental wage information.

Humboldt County Workforce Development Board

Credential Attainment: Percentage of those participants enrolled in an education or training program (excluding those in OJT and customized training) who attained a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program.

Measurable Skills Gained: Percentage of participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving documented academic, technical, occupational, or other forms of progress, towards such a credential or employment

ITA: Individual Training Account

POLICY:

The Humboldt County local Eligibility Training Provider List details those who are approved pursuant to federal and state law to provide on-the-job, customized and incumbent worker training to eligible Humboldt residents. These lists will be made available to all participants at Humboldt's Job Market or designated AJCC. Completion of these trainings by an eligible provider shall lead to either a credential or certificate valued by employers, a degree, or employment as a result of learned technical assistance from the training. Two County of Humboldt staff members, as designated by the Humboldt County Workforce Development Executive Director, shall execute the role of ETPL coordinators. These staff will oversee the compliance and movement of the local ETPL as detailed in the directive, WSD21-03, and herein.

Eligible Training Providers (ETPs) shall only include adult education secondary schools, apprenticeships, pre-apprenticeships, private and public postsecondary institutions. All providers will need to meet base requirements of conforming to WIOA's Equity Opportunity and Nondiscrimination requirements, provide detailed description of the entity's relationship to local business, and complete the State Assurances Form. Different entities will have additional requirements unique to the institution they represent. Adult education secondary schools shall be a WIOA title II provider and concurrently provide, or in combination with, occupation skills training. Apprenticeships shall provide a letter of commitment from either a Department of Labor registered or DIR DAS approved apprenticeship program. Pre-apprenticeship programs shall also provide a letter of commitment as well as awarding an industry-recognized credential or certificate, follow the Multi-Craft Core Curriculum and increase representation of women in the trade. Private postsecondary institutions, regardless of its profit-status, shall be accredited by either the Accrediting Commission for Schools Western Association of Schools and Colleges, WASC Senior College and University Commission, or have current BPPE approval to operate, current verification of exempted by BPPE or CEC Section 94874 exemption. In the instances of those who are exempt per CEC Section 94874, the Local ETPL Coordinator shall collect proof that verifies the instructor's credentials or experience, entity financial stability, annual inspection of the school or program, quality of instruction and that instructional materials meet industry standard. Public postsecondary institutions shall be accredited by either the WASC Accreditation Commission for Community and Junior Colleges, California State University and University of California or WSCUC. These eligibility criteria are simplified in the ETPL Provider Checklist (attachment 1).

Interested applicants may apply to be placed on the local and state ETPL by completing and submitting a provider application form (attachment 2) for review via workforce@co.humboldt.ca.us. Technical assistance for applicants shall be provided by the Local ETPL Coordinator(s) upon request. Submitted provider applications will undergo three different reviews. First, Local ETPL Coordinator(s) review for completion and initial compliance

of eligibility criteria. Second, the Humboldt County Workforce Development Board or the Humboldt County Workforce Executive Committee will review and either approve or deny the application per the eligibility criteria. Decisions made by the Board shall be made free of conflicts of interest as well as personal economic gain towards a board member, their entity or the AJCC. Decision-making shall also be in compliance with WIOA section 107(h). If approved, the application will be allowed on the local ETPL. Finally, the State will review the application with their eligibility criteria for access to the state ETPL. It is the responsibility of the ETPL Coordinator(s) to create a CalJOBS entry of the provider application regardless of Board or Committee decision for the purpose of record retention.

Applications approved by the Humboldt County Workforce Development Board or Executive Committee will be entered onto only the local ETPL while those approved by the state will be added to the local and state ETPL. Designated providers will be given CalJOBS logins by local MIS administrator(s). Programs that the provider would like to add to their profile must be approved by the Humboldt County Workforce Development Board and state ETPL Coordinator via the ETPL Program Application (attachment 3). Providers shall submit completed applications to the Local ETPL Coordinator(s) via email at workforce@co.humboldt.ca.us. Program applications will include information on which in-demand industry sector the program supports, what deliverables the program concludes with, costs associated with the program and metrics on the program's outcomes (completion and employment rate).

Provider and program applicants will be notified of the Humboldt County Workforce Development Board no later than thirty (30) calendar days after the submission was received. If denied by the Humboldt County Board of Workforce Development, applicants shall be notified in writing with the reason(s) for denial along with details on the approved appeal process. All denials shall be made on the justification of either failure to provide complete information, intentionally inaccurate information, or violation of WIOA requirements. Denial due to the latter two reasons shall result in a two-year suspension from applying for the ETPL. If the provider can easily rectify the issues presented in their denial, a new application shall be submitted with the updated information.

Applicants who wish to appeal the decision of their application may do so no later than thirty (30) days after the issuance of their denial. Appeals shall be provided in a signed written statement listing the reason for their appeal and documentation supporting the appeal. Staff and the appellant shall meet informally with the aim of finding a resolution to the appeal. Should no reasonable resolution be made, the appellant and County Workforce Development Board shall have equal opportunity to a fair hearing. Both parties will have the opportunity to present oral and written testimony under oath, call and question witnesses, request documents relevant to the proceedings and have legal representation. An unbiased hearing officer shall be designated for the appeal who will give prior written notice of the date, time and place of the hearing ten (10) calendar days prior to the hearing and provide their final decision sixty (60) days after the receipt of the appeal. ETPL Coordinators shall provide final decisions to the state ETPL Coordinator via email as well as attach the appeal finding to the provider's application in CalJOBS. Should the appeal process be exhausted, and the appellant still be unsatisfied, they may seek appeals with the EDD under their own appeal process. Applicants also are encouraged to follow the proper process for complaints and grievances per our adopted policy (attachment 6).

The ETPL Coordinator(s) are responsible for the maintenance of the ETPL and providers' programs. After approval, all ETP programs are subject to a continued eligibility review no later than 365 days, or one year, after being listed on the local and/or state ETPL. Continued

eligibility review shall collect and record information including any changes made to the program's curriculum, public information and program's initial eligibility. Continued eligibility review will also include metrics on the program's performance that are required to meet the state's negotiated target rates. These metrics shall include a 50% successful completion rate, employment rate 2nd quarter after exit, employment rate 4th quarter after exit, median earning, credential attainment rate and measurable skills gained. Failure to meet the set negotiated rates will not result in the program to be delisted with the exception of private postsecondary institutions. It is the responsibility of the local ETPL Coordinator(s) to supply the EDD with this information as requested or in the annual ETP Report. The annual ETP Report shall be submitted in conjunction with the WIOA Annual Performance Report on October 1st. If the provider is unable to supply this requested information, they will be removed from the state and local ETPL. On a quarterly basis, the ETPL Coordinator(s) shall perform and report to the Humboldt County Workforce Development Board findings from the monitoring ETPL programs including attendance records for the programs. Data and metrics shall be collected with assistance from the participants' respective career counselor with use of appropriate activity codes. The local ETPL coordinator(s) will use their quarterly monitoring time to ensure the correct and continual compliance with participant and data tracking. All records received by staff and ETPL Coordinator(s) shall be retained and made available for state auditing purposes in accordance with local and WIOA record retention policies.

Maintenance of the local ETPL shall also include delisting programs or providers with support from the EDD. A provider or program shall be delisted for causes such as the provider not serving or adding value to WIOA participants, has not enrolled at least one Title I, subtitle B, enrollee in two years, program information being inaccurate or incomplete, provider information is inaccurate or incomplete, the provider has not demonstrated good faith effort in providing information that may have been requested, or the provider no longer wishes to be on the ETPL. In the case of a delisting, the provider shall be notified in writing no longer than thirty (30) calendar days after being delisted. A copy of the written notice must be submitted on the provider's profile in CalJOBS within ten days of issuance. Should a provider be delisted on the state ETPL then they shall also be delisted on the local ETPL immediately. It is the responsibility of the Humboldt County Workforce Development Board and local ETPL Coordinator(s) to ensure there is minimal disruption to the participant's career development as a result of delisting. For the provider to be relisted, a new application shall be submitted to the local ETPL Coordinator(s) and Humboldt County Workforce Development Board. Review of the application must meet initial eligibility as well as continued eligibility requirements. In the instance that a provider was delisted for the purpose of not servicing at least one Title I, subtitle B, participant in two years, the provider shall not be considered for six (6) months after delisting. Additionally, providers must wait two years in the case that delisting is due to kickbacks between the local board and provider, false information, substantial WIOA Title I violations, or if a top-level leader of the entity is convicted of any state or federal crimes.

In instances where the provider's entity goes out of business, the ETPL Coordinator(s) are responsible for seeking and providing enrolled participants with a comparable training opportunity. If the provider who must cease operations are accredited by the BPPE, the Career Counselor managing the participant's case must assist them in connecting with BPPE's Office of Student Assistance Relief. Any funds unused, regardless of an ETP operation status must be recovered and used in accordance with state law (WSD19-10).

FORM(S):

- **ETPL Provider Eligibility Checklist**
- **ETPL Provider Application**
- **ETPL Program Application**
- **ETPL Program Eligibility Checklist**
- **State Assurances Form**
- **Complaints and Grievances**
- **Continued Eligibility Checklist**

INQUIRIES:

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

Humboldt County Workforce Development Board Approval Required? Yes No

**Humboldt County
Workforce Development Board
Quarter 3 Performance Report**



January 1, 2023 - March 31, 2023

Explanation of Performance Indictors																
Quarterly Report	2021				2022				2023				2024			
	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sept	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sept	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sept	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sept	Q4 Oct-Dec
Measurable Skills Gained																
Employment Rate 2nd Q																
Median Earnings																
Employment Rate 4th Q																
Credential Attainment Rate																
Grant Closeout																

Program Year 2021-22
Program Year 2022-23
Program Year 2023-24

Definition of Metrics	
Performance Indicator	Definition
Measurable Skill Gains	Percentage of participants who, during a program year, are in an education or training program that leads to a
Employment Rate 2nd Quarter after Exit	Percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program.
Median Earnings 2nd Quarter after Exit	Total quarterly earnings, for all participants employed in the second quarter after exit, are collected by either direct wage record match or supplemental wage information.
Employment Rate 4th Quarter after Exit	Percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program.
Credential Attainment Rate	Percentage of those participants enrolled in an education or training program (excluding those in OJT and

WIOA Expenditure Status

Term Start-to-Date

<i>Grant</i>	<i>Program</i>	<i>Term</i>	<i>Total Award</i>	<i>Actual Expenditures</i>	<i>Percentage Expended</i>
AA1	RPI 4.0	4/1/21 - 3/31/23	\$ 342,235.00	\$ 342,235.00	100%
AA2	Dislocated Worker	7/1/21 - 6/30/23	\$ 255,880.00	\$ 153,479.26	60%
	Rapid Response	7/1/21 - 9/30/22	\$ 102,293.00	\$ 32,193.27	31%
	Layoff Aversion	7/1/21 - 9/30/22	\$ 30,581.00	\$ 10,727.20	35%
	Adult	7/1/21 - 6/30/23	\$ 261,222.00	\$ 261,222.00	100%
	Youth	4/1/21 - 6/30/23	\$ 305,686.00	\$ 305,686.00	100%
	Offshore Wind	1/1/23 - 3/31/24	\$ 726,500.00	\$ 21,493.04	3%
AA3	NDWG QUEST	10/1/22 - 9/30/24	\$ 250,000.00	\$ 3,748.05	1%
	RPI 5.0	1/1/23 - 6/30/24	\$ 100,000.00	\$ 3,123.97	3%
	Offshore Wind	1/1/23 - 6/30/24	\$ 125,000.00	\$ -	0%
	Adult	7/1/22 - 6/30/24	\$ 290,407.00	\$ -	0%
	Layoff Aversion	7/1/22 - 6/30/23	\$ 34,173.00	\$ 2,362.10	7%
	Youth	4/1/22 - 6/30/24	\$ 341,600.00	\$ -	0%
	Dislocated Worker	7/1/22 - 6/30/24	\$ 274,255.00	\$ -	0%
	Rapid Response	7/1/22 - 6/30/23	\$ 116,153.00	\$ 4,431.42	4%


Participant Status

Quarter 3

January 1, 2023 - March 31, 2023

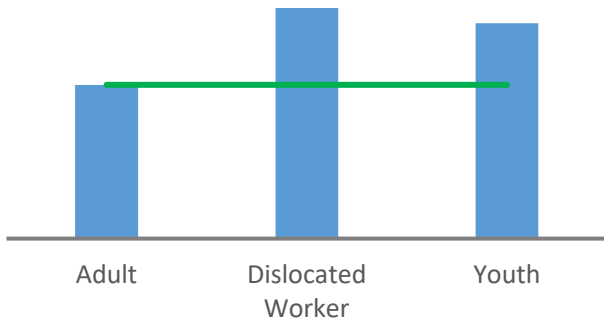
<i>Program</i>	<i>Provider</i>	<i>Cases</i>	<i>Enrollees</i>	<i>Exits</i>
Adult	Humboldt Workforce Coalition	79	47	8
Dislocated Worker	Humboldt Workforce Coalition	11	5	2
Youth	Humboldt Workforce Coalition	17	4	2
Youth	Mattole Restoration Counsel	10	1	2
Youth	DreamQuest	10	1	0

Program Performance by Outcome

Program Performance by Outcome							
Participants Served				Participants Exited			
	Adult	Dislocated Worker	Youth		Adult	Dislocated Worker	Youth
Career Services	79	13	35	Career Services	36	4	5
Training Services	18	4	6	Training Services	7	1	0
Employment Rate Q2				Employment Rate Q4			
	Adult	Dislocated Worker	Youth		Adult	Dislocated Worker	Youth
Performance	71.43%	100.00%	100.00%	Performance	90.91%	100.00%	57.14%
Negotiated Rate	71.43%	50.00%	60.00%	Negotiated Rate	69.70%	73.33%	24.24%
Median Earnings				Credential Rate			
	Adult	Dislocated Worker	Youth		Adult	Dislocated Worker	Youth
Performance	\$ 8,981.29	\$ 5,181.64	\$ 6,573.63	Performance	0.00%	0.00%	25.00%
Negotiated Rate	\$ 9,799.88	\$ 4,455.00	\$ 6,230.27	Negotiated Rate	70.37%	50.00%	11.11%
Measurable Skills Gained							
	Adult	Dislocated Worker	Youth				
Performance	27.27%	0.00%	28.00%				
Negotiated Rate	60.00%	65.00%	8.70%				

Program Performance by Outcome

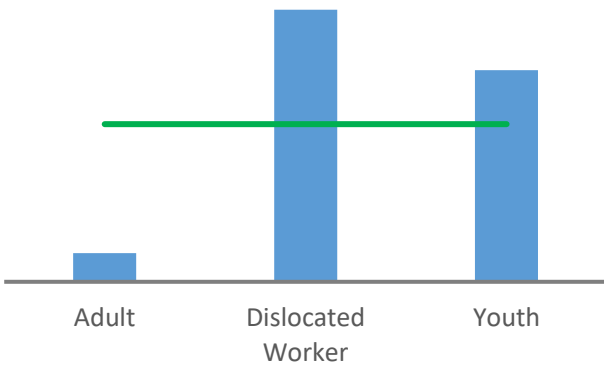
Employment Rate (Q2)



Employment Rate (Q4)



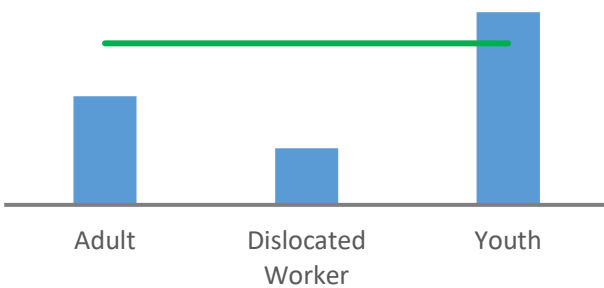
Median Earnings



Credential Rate



Measurable Skills Gained



<Include Letterhead/Logo Here>

Collective Partnership Agreement Letter
Community Economic Resilience Fund: Redwood Coast Region

<Date>

<Entity, Address>

Dear Redwood Coast Region Planning & Development Team:

<Entity Name> is pleased to inform you that we have been briefed with the goals of the Community Economic Resilience Fund (CERF) developed by the Redwood Coast Region Convener, CA Center for Rural Policy and Arcata Economic Development Corporation, with input for many leaders from throughout the region.

We have reviewed the initial governance model for the High Road Transition Collaborative (HRTC) for the Redwood Coast Region. We understand that the governance and participation model may change as the process evolves but are committed to supporting the process as directed and guided by the Humboldt County Board of Supervisors, and under the leadership of the Redwood Coast Region planning team.

We support the CA Center for Rural Policy at Cal Poly Humboldt as the organization to serve as Regional Convener and Arcata Economic Development Corporation as the Fiscal Agent for the Redwood Coast Region. Together they bring the extensive breadth and depth of partnerships, knowledge of regional needs, expertise of their staff and the University's assets, willingness to be inclusive and equitable during the process, and their ability to leverage other resources to complement discussions, activities and project development to improve the economy and its jobs for the region.

The CERF planning process will occur over an 18-24 month period after award. We support participating in the expansion of collaborative partnerships throughout the region, engaging in discussions to articulate regional themes (current and new), ensuring inclusivity and equity, refining the project criteria for the implementation fund phase, and moving projects forward for funding consideration.

Our organization is *(describe entity type and role in the community or region in one paragraph)*

Our organization brings to the table *(describe entity's knowledge, experience, and reason to be at the planning table in one paragraph)*

Our primary contact for <entity name> for this process will be:

Contact Person:

Email Address:

Phone:

Thank you in advance for your time, attention and consideration.

Sincerely,

Authorized Signatory:

Date:

Name

Title