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=QVVrdsnBIRmhyNVRDYTBBUjZadWlrQT09

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.
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

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

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

• **WIOA quarterly report** (Attachment G)
  o Discussion

• **Grant updates**
  o Discussion

• **Offshore wind ad hoc update**
  o Discussion

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

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

• **Future agenda items**

• **Adjourn**
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.

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**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.

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**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.

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**WIOA quarterly report**

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

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**Grant Updates**

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

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

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

1. Mary Walker  
2. Bill McAdory  
3. Tim Calhoun

Please indicate which industry you represent.

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

- [ ] PUBLIC INDUSTRY (please specify which sector you represent)
  - Wagner-Peyser
  - Board of Supervisors Representative
  - Assembly/State Representative
  - Education (specify)
    - Adult
    - K-12
  - Community Based Organization (specify)
    - Native American employment development
    - Address Barriers to Employment
  - Specialty Food, Flowers, and Beverages
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## 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](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.**

[Signature]

(Agency/Organization/Association Name)

hereby formally nominates

[Signature]

(Kenneth Crosswell)

(Applicant's Name)

for appointment to the Workforce Development Board of Humboldt County

[Signature]

(S. Steven Williams)

Print Name

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]

(Kenneth Crosswell)

Signature of Applicant

Date

3/30/23
APPLICANT QUESTIONNAIRE

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

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

3. Upon appointment to the board, you will be provided with a copy of the current Workforce Development Board bylaws.
   Do you agree to review and adhere to the Workforce Development Board bylaws? Yes X____ No____

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

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

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

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FOR OFFICE USE ONLY:

Date Rec'd: ____________________ Staff: ____________________ Submittal Date: ____________________
## APPLICATION FOR APPOINTMENT

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

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

Please indicate which industry you represent

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

- **PUBLIC INDUSTRY** (please specify which sector you represent)
  - Wagner-Peyser 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

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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.

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### 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

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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 __________ Date 4/05/2023

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**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? I STAFF COMMISSIONS THAT ADMIRE 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 ___

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

1. **MILES SLATTER**

2. **LANE MILLER**

3. **PAM POWELL**

Please indicate which industry you represent.

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

- [x] PUBLIC INDUSTRY (please specify which sector you represent)
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  - □ Board of Supervisors Representative
  - □ Assembly/State Representative
  - □ Education (specify)
    - □ Adult
    - □ K-12
  - □ Community Based Organization (specify)
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  - □ Investment Support Services
  - □ Niche Manufacturing
  - □ Tourism

- □ Public Economic Development Agency
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   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 Asbury**

(Applicant’s Name)

for appointment to the Workforce Development Board of Humboldt County

---

Signature of Senior Executive of Nominating Agency

Pamela J Powell

Print Name

4/14/23

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

4/14/23

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 X  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 X  No ___

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

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

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

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

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

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

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

FOR OFFICE USE ONLY:

Date Rec’d: ___________________ Staff: ___________________ Submittal Date: ___________________
## APPLICATION FOR APPOINTMENT

### PART I – Personal Information

<table>
<thead>
<tr>
<th>Applicant Name (Last, First, and Middle Initial)</th>
<th>Home Telephone</th>
<th>E-Mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mistler, Brian J</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Arcata</td>
<td>CA</td>
<td>95521</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Residence Address (if different from mailing address)</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of Business, Agency, or Tribe</th>
<th>Occupation/Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Still Center, LLC</td>
<td>Principal</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Phone</th>
<th>Business Fax</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Please provide three references (name, phone # and e-mail)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Cedar Ruben, [redacted]</td>
</tr>
<tr>
<td>2. Bethany Rizzarti, [redacted]</td>
</tr>
<tr>
<td>3. Kacie Flynn, [redacted]</td>
</tr>
</tbody>
</table>

Please indicate which industry you represent.

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

- [ ] 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
  - [ ] Community Based Organization (specify)
    - [ ] Native American employment development
    - [ ] Address Barriers to Employment
  - [ ] PUBLIC ECONOMIC DEVELOPMENT AGENCY
  - [ ] VOCATIONAL REHABILITATION
  - [ ] LABOR UNION
  - [ ] HIGHER EDUCATION
  - [ ] CHILD CARE
  - [ ] 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  
WDB Chair  
Print Name  
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  
1/24/2023  
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>
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<tbody>
<tr>
<td>McEntagart, John P</td>
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<th>Mailing Address</th>
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<th>Occupation/Title</th>
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<tr>
<td>IBEW Local 551</td>
<td>Business Manager</td>
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<th>Zip</th>
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<table>
<thead>
<tr>
<th>Business Phone</th>
<th>Business Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

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

1. Jeff Hunerlach  
2. Keith Dias  
3. Doug Toland

Please indicate which industry you represent

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

- [x] PUBLIC INDUSTRY (please specify which sector you represent)
  - [ ] Wagner-Peyser Act
  - [ ] Board of Supervisors Representative
  - [ ] Assembly/State Representative
  - [x] Education (specify)
    - [ ] Adult
    - [x] K-12
  - [x] Community Based Organization (specify)
    - [x] Native American Employment Development
    - [x] Employ People with Barriers
    - [x] Train People with Barriers

- [ ] Economic Development
- [ ] Vocational Rehabilitation
- [x] 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. 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://humboldtgov.org/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] B. Humeisch 1-10-2023

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] J. McEntagart 1-10-2023

Signature of Applicant 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 Humerlach, Secretary-Treasurer

JH/jm
OPEIU 29 afl-cio
# Humboldt County Workforce Development Board Composition

## I. Representatives of Business

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Name/Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staffing Services</td>
<td>Express Employment Professionals</td>
<td>Shelley Nilsen</td>
</tr>
<tr>
<td>Investment Support Services</td>
<td>Kingsview Partners</td>
<td>Daniel Dixon</td>
</tr>
<tr>
<td>Diversified Healthcare</td>
<td>Independent Physicians Association</td>
<td>Rosemary Den Ouden</td>
</tr>
<tr>
<td>Diversified Healthcare</td>
<td>Providence St. Joseph Healthcare/BM</td>
<td>Megan Bonham</td>
</tr>
<tr>
<td>Specialty Food, Flowers and Beverage</td>
<td>Leonardi Dairy</td>
<td>Dennis Leonardi</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>Bay Tank Metals</td>
<td>Lee Cunningham</td>
</tr>
<tr>
<td>Building and System Construction</td>
<td>Humboldt Investment Capital, LLC</td>
<td>Cedar Reuben</td>
</tr>
<tr>
<td>Management &amp; Innovation Services</td>
<td>Still Center, LLC</td>
<td>Brian Mastler</td>
</tr>
<tr>
<td>Commercial Real Estate</td>
<td>Security National Properties</td>
<td>Kenny Carwell</td>
</tr>
<tr>
<td>Building and System Construction</td>
<td>Granite Construction Company</td>
<td>Gary Huddle</td>
</tr>
</tbody>
</table>

**I. Category Sub-Totals:** 11

## II. Workforce Representatives

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Name/Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Union</td>
<td>Operating Engineers Local #3 Union</td>
<td>Jeff Hunerlach</td>
</tr>
<tr>
<td>Labor Union</td>
<td>Heat and Frost Insulators, Local #16</td>
<td>Mark Plubell</td>
</tr>
<tr>
<td>Labor Union</td>
<td>Laborer's Local 324</td>
<td>Treston Shull</td>
</tr>
<tr>
<td>Labor Union</td>
<td>MIU Local 551</td>
<td>John McEntagart</td>
</tr>
<tr>
<td>CBO addresses employment, training, education for eligible youth</td>
<td>Blue Lake Rancheria Tribal Ed. Agency</td>
<td>Marlee Chavez</td>
</tr>
<tr>
<td>CBO serves employment, training, education for eligible youth</td>
<td>Northern CA Indian Development Council</td>
<td>Madison Flynn</td>
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</tbody>
</table>

**II. Category Sub-Totals:** 6

## III. Education and Community Development Entities

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Name/Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Education</td>
<td>College of the Redwoods</td>
<td>Vacant</td>
</tr>
<tr>
<td>Institution of Higher Education Offering Workforce Investment Activities</td>
<td>Cal Poly Humboldt</td>
<td>Vacant</td>
</tr>
<tr>
<td>Wagner-Peyser Act</td>
<td>CA Employment Development Department</td>
<td>Robyn Stalcup</td>
</tr>
<tr>
<td>Vocational Rehabilitation</td>
<td>CA Department of Rehabilitation</td>
<td>James Forbes</td>
</tr>
<tr>
<td>Economic and Community Development</td>
<td>City of Eureka - Economic Development</td>
<td>Susan Asbury</td>
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</tbody>
</table>

**III. Category Sub-Totals:** 3

## IV. Local Area representatives appointed by BOS

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Name/Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-12 Education</td>
<td>Humboldt County Office of Education</td>
<td>Tanya Trump</td>
</tr>
<tr>
<td>Federally funded serving low income</td>
<td>Humboldt County Board of Supervisors</td>
<td>Michelle Bushnell; Rex Bohn (Alt.)</td>
</tr>
<tr>
<td>Chief Elected Official (BOS)</td>
<td>Humboldt County Board of Supervisors</td>
<td>Michelle Bushnell; Rex Bohn (Alt.)</td>
</tr>
<tr>
<td>Former Youth Council Board Member to serve on the Executive Committee</td>
<td>Humboldt County Office of Education</td>
<td>Tanya Trump</td>
</tr>
</tbody>
</table>

**IV. Category Sub-Totals:** 2

**Add to Total:**

- **I. Category Sub-Totals:** 11
- **II. Category Sub-Totals:** 6
- **III. Category Sub-Totals:** 3
- **IV. Category Sub-Totals:** 2
- **Add to Total:** 24

**WIOA**

- **Required**
- **Optional, but deemed important in Humboldt**
- **Not Meeting WIOA Requirement**
- **Meeting WIOA Requirement**
- **New HCWDDB Applicant at Ex Comm Review**
- **New HCWDDB Applicant at Full Board Review**
- **Pending Retirement from HCWDDB**
- **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

<table>
<thead>
<tr>
<th>Month</th>
<th>HCWDB Meetings</th>
<th>HCWDB Executive Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Quarterly</strong></td>
<td><strong>2x each Quarter</strong></td>
</tr>
<tr>
<td></td>
<td><em>TDB- Humboldt County Office of Education Annex</em></td>
<td><em>TDB- Humboldt County Office of Education Annex</em></td>
</tr>
<tr>
<td>July 2022</td>
<td></td>
<td><strong>HCWDB BREAK</strong></td>
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<tr>
<td>August 2022</td>
<td><strong>HCWDB Retreat-HCOE unavailable</strong></td>
<td><strong>Friday</strong></td>
</tr>
<tr>
<td></td>
<td>8/18/23</td>
<td>9/22/23</td>
</tr>
<tr>
<td></td>
<td><strong>9:00 -4:00pm</strong></td>
<td><strong>9:00-11:00am</strong></td>
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<tr>
<td>September 2022</td>
<td><strong>Friday</strong></td>
<td><strong>Friday</strong></td>
</tr>
<tr>
<td>October 2022</td>
<td><strong>9:00-12:00pm</strong></td>
<td>10/20/23</td>
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<tr>
<td>November 2022</td>
<td><strong>Friday</strong></td>
<td><strong>9:00-11:00am</strong></td>
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<tr>
<td></td>
<td>11/17/23</td>
<td>12/15/23</td>
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<td>December 2022</td>
<td><strong>Friday</strong></td>
<td><strong>9:00-11:00am</strong></td>
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<td>January 2023</td>
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<td>February 2023</td>
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<td></td>
<td>2/16/24</td>
<td>3/22/24</td>
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<td>March 2023</td>
<td><strong>Friday</strong></td>
<td><strong>9:00-11:00am</strong></td>
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<td>April 2023</td>
<td><strong>Friday</strong></td>
<td>4/19/24</td>
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<td>May 2023</td>
<td><strong>Friday</strong></td>
<td><strong>9:00-11:00am</strong></td>
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<td>5/17/24</td>
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<td>June 2023</td>
<td><strong>Friday</strong></td>
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<tr>
<td></td>
<td><strong>6/14/24</strong></td>
<td><strong>9:00-11:00am</strong></td>
</tr>
</tbody>
</table>
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.
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](mailto: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 2\textsuperscript{nd} quarter after exit, employment rate 4\textsuperscript{th} 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 1\textsuperscript{st}. 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?  X Yes  □ No
Humboldt County
Workforce Development Board

Quarter 3 Performance Report

January 1, 2023 - March 31, 2023
**Explanation of Performance Indicators**

<table>
<thead>
<tr>
<th>Performance Indicators</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
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<tbody>
<tr>
<td>Measurable Skills Gained</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employment Rate 2nd Q</td>
<td></td>
<td></td>
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<tr>
<td>Median Earnings 2nd Q</td>
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<td>Employment Rate 4th Q</td>
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<td>Credential Attainment Rate</td>
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<td>Grant Closeout</td>
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**Definition of Metrics**

<table>
<thead>
<tr>
<th>Performance Indicator</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Measurable Skill Gains</td>
<td>Percentage of participants who, during a program year, are in an education or training program that leads to a</td>
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### WIOA Expenditure Status

#### Term Start-to-Date

<table>
<thead>
<tr>
<th>Grant</th>
<th>Program</th>
<th>Term</th>
<th>Total Award</th>
<th>Actual Expenditures</th>
<th>Percentage Expended</th>
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<tr>
<td>AA1</td>
<td>RPI 4.0</td>
<td>4/1/21 - 3/31/23</td>
<td>$ 342,235.00</td>
<td>$ 342,235.00</td>
<td>100%</td>
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<tr>
<td></td>
<td>Dislocated Worker</td>
<td>7/1/21 - 6/30/23</td>
<td>$ 255,880.00</td>
<td>$ 153,479.26</td>
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<td>Rapid Response</td>
<td>7/1/21 - 9/30/22</td>
<td>$ 102,293.00</td>
<td>$ 32,193.27</td>
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<td></td>
<td>Layoff Aversion</td>
<td>7/1/21 - 9/30/22</td>
<td>$ 30,581.00</td>
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<td>Adult</td>
<td>7/1/21 - 6/30/23</td>
<td>$ 261,222.00</td>
<td>$ 261,222.00</td>
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<td></td>
<td>Youth</td>
<td>4/1/21 - 6/30/23</td>
<td>$ 305,686.00</td>
<td>$ 305,686.00</td>
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<td></td>
<td>Offshore Wind</td>
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<td>$ 726,500.00</td>
<td>$ 21,493.04</td>
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<tr>
<td>AA2</td>
<td>NDWG QUEST</td>
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<td>$ 3,748.05</td>
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<td></td>
<td>RPI 5.0</td>
<td>1/1/23 - 6/30/24</td>
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<td>Adult</td>
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<td>$ 290,407.00</td>
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<td>Layoff Aversion</td>
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<td>$ 34,173.00</td>
<td>$ 2,362.10</td>
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<td>Youth</td>
<td>4/1/22 - 6/30/24</td>
<td>$ 341,600.00</td>
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<td>Dislocated Worker</td>
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<td>$ 274,255.00</td>
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<td>Rapid Response</td>
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<td>$ 116,153.00</td>
<td>$ 4,431.42</td>
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#### Participant Status

**Quarter 3** January 1, 2023 - March 31, 2023

<table>
<thead>
<tr>
<th>Program</th>
<th>Provider</th>
<th>Cases</th>
<th>Enrollees</th>
<th>Exits</th>
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<tr>
<td>Adult</td>
<td>Humboldt Workforce Coalition</td>
<td>79</td>
<td>47</td>
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<tr>
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<td>Humboldt Workforce Coalition</td>
<td>11</td>
<td>5</td>
<td>2</td>
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<tr>
<td>Youth</td>
<td>Humboldt Workforce Coalition</td>
<td>17</td>
<td>4</td>
<td>2</td>
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<tr>
<td>Youth</td>
<td>Matttole Restoration Counsel</td>
<td>10</td>
<td>1</td>
<td>2</td>
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<tr>
<td>Youth</td>
<td>DreamQuest</td>
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## Program Performance by Outcome

<table>
<thead>
<tr>
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<th>Participants Served</th>
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<tr>
<td></td>
<td>Adult</td>
<td>Dislocated Worker</td>
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<tr>
<td>Career Services</td>
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<td>13</td>
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<tr>
<td>Training Services</td>
<td>18</td>
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### Employment Rate By Outcome

#### Employment Rate Q2

<table>
<thead>
<tr>
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<th>Adult</th>
<th>Dislocated Worker</th>
<th>Youth</th>
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<tbody>
<tr>
<td>Performance</td>
<td>71.43%</td>
<td>100.00%</td>
<td>100.00%</td>
</tr>
<tr>
<td>Negotiated Rate</td>
<td>71.43%</td>
<td>50.00%</td>
<td>60.00%</td>
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#### Employment Rate Q4

<table>
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<tr>
<td>Performance</td>
<td>90.91%</td>
<td>100.00%</td>
<td>57.14%</td>
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<td>Negotiated Rate</td>
<td>69.70%</td>
<td>73.33%</td>
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### Median Earnings

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<td>Performance</td>
<td>$8,981.29</td>
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<td>Negotiated Rate</td>
<td>$9,799.88</td>
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### Credential Rate

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<thead>
<tr>
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<th>Dislocated Worker</th>
<th>Youth</th>
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</thead>
<tbody>
<tr>
<td>Performance</td>
<td>0.00%</td>
<td>0.00%</td>
<td>25.00%</td>
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<tr>
<td>Negotiated Rate</td>
<td>70.37%</td>
<td>50.00%</td>
<td>11.11%</td>
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### Measurable Skills Gained

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<th>Adult</th>
<th>Dislocated Worker</th>
<th>Youth</th>
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</thead>
<tbody>
<tr>
<td>Performance</td>
<td>27.27%</td>
<td>0.00%</td>
<td>28.00%</td>
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<tr>
<td>Negotiated Rate</td>
<td>60.00%</td>
<td>65.00%</td>
<td>8.70%</td>
</tr>
<tr>
<td>Program Performance by Outcome</td>
<td></td>
<td></td>
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<tr>
<td>--------------------------------</td>
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<tr>
<td><strong>Employment Rate (Q2)</strong></td>
<td><strong>Employment Rate (Q4)</strong></td>
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<tr>
<td><strong>Median Earnings</strong></td>
<td><strong>Credential Rate</strong></td>
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<td><strong>Measurable Skills Gained</strong></td>
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</table>
Collective Partnership Agreement Letter
Community Economic Resilience Fund: Redwood Coast Region

<Date>
<Date, 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