



## AGENDA

### Workforce Development Board (WDB) Executive Committee Meeting Virtual via Zoom June 15, 2022, 9:00AM

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

*Email Public Comment: To submit public comment to the Workforce Development Board Executive Committee please email [gohumco@co.humboldt.ca.us](mailto:gohumco@co.humboldt.ca.us) provide your name and the agenda item on which you wish to comment. All public comment submitted after the agenda has been published will be included with the administrative record after the fact.*

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

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

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

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

**Webinar ID: 856 7397 2949                      Passcode: 162618**

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

*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 or by email [gohumco@co.humboldt.ca.us](mailto:gohumco@co.humboldt.ca.us) or the ADA Coordinator at 844-365-0352 or by email at [ada@co.humboldt.ca.us](mailto: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.*

	<b>Agenda Item</b>	<b>Who</b>	<b>Action</b>
1.	<b>Opening</b> <ul style="list-style-type: none"> <li>• Meeting Called to Order</li> <li>• Roll Call</li> <li>• Director and Staff Updates</li> <li>• Board Announcements</li> <li>• Adjustments to the Agenda</li> <li>• Public Comment on Non-agenda items</li> </ul>	Chair Staff	Discussion
2.	<b>Consent Agenda</b> Approval of Minutes from April 20, 2022 (Attachment A)	Chair	Discussion Public Comment Action: Recommend Approval
3.	<b>Consider formation of an offshore wind ad hoc and advance the ad hoc formation to the full WDB for creation.</b>	Staff	Discussion Public Comment Action: Recommend approval
4.	<b>Receive an update on County of Humboldt Economic Development Projects</b>	Staff	Discussion
5.	<b>Thank you to Shelley Nilsen and Lee Cunningham for their time as Chair and Vice Chair.</b>	Staff	Discussion
6.	<b>Future Meeting Topics</b>	Chair	Discussion
7.	<b>Meeting Adjourned</b>	Chair	

**Next Meeting: July 20, 9am**

## Attachment A

### HUMBOLDT COUNTY WORKFORCE DEVELOPMENT BOARD (WDB) EXECUTIVE COMMITTEE MEETING

April 20<sup>th</sup>, 2022 9:00AM

Via Zoom Web Conferencing

#### MEETING MINUTES



#### Opening

##### **Call to Order:**

Chair, Shelley Nilsen, called the meeting to order at 9:03 AM. A quorum was present.

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

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

**Staff Present:** Scott Adair, Andy Rix, Peggy Murphy, Kimberly Hopmann, Connie Stewart,

##### **Adjustments to the Agenda:**

N/A

##### **Staff Updates**

- Andy shared the newest update on the progress for the MOU draft. Meeting today. NDWG Review update had a couple of findings that have been drafted for review by next meeting for approval by June. Follow up cases had not been done and now have been completed.

##### **Board Updates: No Updates**

**Public Comment: n/a**

##### **Consent Agenda (Attachment A, B and C)**

- Approval of minutes from 3.16.2022, 4.1.2022 and revise minutes from 11.19.2021 Full Board meeting
- It was noted that there are two minor typos in the March 16 meeting minutes where on page 2 mentions "rant applications" where it is meant to say, "grant applications that". This needs to be corrected.
- With those corrections, it was moved by Jeff Hunerlach and seconded by Dennis Leonardi to approve the minutes. Motion carried 7:0

##### **Update of cash hold and implications moving forward for WIOA funding. Review of letter to Board of Supervisors (BOS) regarding WDB resolution of no confidence in the Auditor Controller**

- Scott shared update on the cash hold. Communication to BOS has been made and there has been an agenda item prepared to discuss their resolution of no confidence. This agenda item has been delayed to a future BOS meeting.
- A clarifying question was raised by member Reuben regarding the incomplete 19-20 single audit and its expectation of completion by end of 21-22 fiscal year.

#### **Recommendation of new chair and vice chair for the board**

- Chair and vice chair seats are expiring and Chair Nilsen feels like she needs to step back. She would like to continue to participate on the board, just not as Chair. The floor was opened for discussion. Member Reuben recommended Member Dixon for chair and Member Leonardi for vice chair.
- Dixon accepted nomination
- Leonardi supported nominations
- The EC discussed the formation of a nomination committee and decided to opt for the entire committee to become the nomination committee and decided to take the nomination to the full board. It was moved by Cedar Reuben and seconded by Lee Cunningham to nominate Daniel Dixon as WDB Chair and Dennis Leonardi as WDB Vice Chair and to take the nominations to the full board for vote. Motion carried 7:0

#### **Discuss process for implementation of hybrid meetings. Review of teleworking policy changes**

- Scott shared the changes regarding the teleworking policies adopted by the BOS. There are impending changes to the Brown Act to allow for easier blending for hybrid meeting models.
- Question raised regarding what the BOS is currently doing as well as where to facilitate the meetings
- It was recommended to come to the full board meeting with a selection of options for hybrid meetings.
- An additional recommendation to be considered would be to implement hybrid meetings for a handful of the future meetings then propose a date in the future for fully implementing the in-person meetings again.

#### **Future Meeting Topics/Requests**

- [Kerry Venegas to present on Childcare models for employees/employers](#)
- [Humboldt State University special programs foundation contract ending in June and there is a need to review the contract and make decisions moving forward](#)
- [Update on St Joseph Hospital Emergency Room status from Rex Bohn](#)

#### **Adjourn**

Chair Nilsen adjourned the meeting at 9:54am

**Next Executive Committee Meeting Date:** June 16th at 9:00am.

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