



Headwaters Fund Board (HWFB) Meeting Agenda

Oct 10, 2023 – 3:00pm
825 5th Street, Eureka CA
Conference Room B

Remote attendance at this meeting is available through Microsoft Teams. Please [click here to join the meeting remotely](#).

The Headwaters Fund invests in projects through grants and loans with the goal of helping the citizens of Humboldt County achieve increased economic opportunity, prosperity, and quality of life.

1. Opening
 - a. Approval of minutes from September 12, 2023 - (Attachment 1)
 - b. Public comment on non-agenda items
 - c. Board member recusals, conflicts, or reports on meetings, engagements, or activities which relate to (or inform) Headwaters activity.

2. HWB to discuss possible collaboration with the Humboldt County Workforce Development Board with the current chair and staff
 - a. Discussion
 - b. Public Comment
 - c. Action

3. HWFB to discuss preferred avenues for community engagement by board members outside of Headwaters meetings
 - a. Discussion
 - b. Public Comment

4. Staff update on contracting for policy, procedure, and reconciliation work
 - a. Discussion
 - b. Public Comment

5. HWFB to discuss options for upcoming meetings in November and December and future meeting location.
 - a. Discussion
 - b. Public Comment
 - c. Action

Agenda Staff Report

AGENDA ITEM 2

DISCUSSION

During the Sept. 12, 2023 HWFB meeting the HWFB discussed interest in exploring possible avenues for collaboration with the Humboldt County Workforce Development Board (WDB). It was decided to invite the chair and staff for the WDB to attend the October HWFB meeting to discuss areas of shared interest and opportunities for collaboration. Discussed may include but is not limited to:

- Current Headwaters and Workforce Programs
- Use of Headwaters funding as seed money for non-formula workforce grants
- Braiding of Workforce and Headwaters support for business retention, expansion, and attraction efforts
- Potential reduction in federal workforce dollars and impacts on programs

Action: Staff are requesting the HWFB to offer staff direction on next steps

AGENDA ITEM 3

DISCUSSION

The HWFB has previously discussed coordinated engagement with the community through various means. The current goals would be to receive input from the community on perceived needs related to economic and community development and to report back to the HWFB. These efforts can be taken advantage of during grant rounds to provide marketing of available funds to community groups.

No Action

AGENDA ITEM 4

DISCUSSION

HWFB staff have been working to execute an agreement with an outside agency to provide consulting work related to policy, procedures, and reconciliation work in an effort to simplify the work needed to support the HWFB by various county agencies. Inconsistent practices have caused a number of issues over the years that now need to be addressed. The agreement

received approval by the Audit Committee and has been moved to the BOS. It will be before the BOS on the 17th of October. Following approval, staff will move to execute the agreement and begin the work.

No Action

AGENDA ITEM 5

DISCUSSION

HWFB staff to discuss upcoming meetings in November and December in light of staff commitments and holiday vacation. Staff have been directed by leadership to hold meeting at ADA approved locations. The Professional Building at 507 F Street in Eureka has a large conference room that is ADA approved, has windows, more space for attendees than the current location, and is cost free.

Action: Staff are proposing moving future meetings to the F street location, cancelling the November meeting, and requesting consideration on topics for the December meeting

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Email Public Comment: To submit public comment to the Humboldt County Headwaters Fund Board please email gohumco@co.humboldt.ca.us, provide your name and the agenda item number(s) 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.

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 or the ADA Coordinator at 844-365-0352 or by email at ada@co.humboldt.ca.us



Headwaters Fund Board (HWFB) Minutes Sept 12, 2023 – 2:00pm

The Headwaters Fund invests in projects through grants and loans with the goal of helping the citizens of Humboldt County achieve increased economic opportunity, prosperity, and quality of life.

Board Members in Attendance: Carl Hansen, Elizabeth Cameron, Tammy Brown, Michael Fields, and Brian Papstein

1. Opening
 - a. Approval of minutes from July 11, 2023
 - Motion to approve minutes by Michael Fields and seconded by Brian Papstein. Motion Carried Unanimously
 - b. Public comment on non-agenda items
 - Public comment period provided, none given.
 - c. Board member recusals, conflicts, or reports on meetings, engagements, or activities which relate to (or inform) Headwaters activity.
 - Carl Hansen attended the Workforce Development Board retreat.
 - No recusals or abstentions.
2. Presentation on recent, current, and planned activity of the Humboldt-Del Norte Film Commission by the Film Commissioner
 - a. Discussion
 - Brief discussion on current and future activities of the Film Commission
 - b. Public Comment
 - Public comment period provided, none given.
3. HWFB to review and approve the Redwood Region Economic Development Commissions (RREDC) Quarterly Report for the third and fourth quarters of fiscal year 2022-23 – (Attachment 2)
 - a. Discussion
 - HWFB members asked questions clarifying of the RREDC Executive Director
 - b. Public Comment
 - Public comment period provided, none given.

- c. Action
 - It was moved by Elizabeth Cameron and seconded by Tammy Brown to approve the third and fourth quarter reports for fiscal year 2022-23. Motion Carried Unanimously.
4. HWFB to review and approve the Arcata Economic Development Corporations (AEDC) Quarterly Report for the fourth quarter of fiscal year 2022-23 – (Attachment 3)
 - a. Discussion
 - HWFB members asked questions clarifying of AEDC staff
 - b. Public Comment
 - Public comment period provided, none given.
 - c. Action
 - It was moved by Carl Hansen and seconded by Tammy Brown approve the fourth quarter report for fiscal year 2022-23. Motion carried unanimously.
5. Report on the Humboldt County Workforce Development Board (HCWDB) Retreat and consideration of exploring a more formal relationship with the HCWDB
 - a. Discussion
 - Carl Hansen took notes from the retreat and shared them with the board members from the HWDB retreat. Members discussed the possibility of collaboration and grant writing around the HCWDB activities.
 - b. Public Comment
 - Public comment period provided, none given.
 - c. Action
 - It was moved by Michael Fields and seconded by Brian Papstein to invite representatives from the Workforce Development Board to speak at the next Headwaters Fund Board meeting as a first step towards collaboration. Motion carried unanimously.
6. Staff report of progress on reconciliation and policy work with third party consultants CliftonLarsonAllen LLP (CLA)- (Attachment 4)
 - a. Discussion
 - Members asked staff for clarifying information about the budgets, spending, and what they would like to see regarding accounting practices and documentation for the fund balances.
 - b. Public Comment
 - Public comment period provided, none given.
7. Staff to provide an update on internal financial tracking and reporting standards for the HWFB
 - a. Discussion

- HWFB members asked staff clarifying questions about current financial tracking practices and requested that previously approved reports be considered as part of ongoing financial tracking activities.
- b. Public Comment
- Public comment period provided, none given.
8. HWFB to begin planning for strategic retreat
- a. Discussion
- Members discussed a time frame to plan the retreat possibly in the first quarter. Everyone agreed to make more progress with accounting, and how to move forward. A possible discussion with WDB would be helpful in planning, spending plan, and topics for the retreat.
- b. Public Comment
- Public comment period provided, none given.
- c. Action
- It was moved by Elizabeth Cameron and seconded by Brian Papstein for staff to direct planning for a retreat for the first quarter of calendar year 2024. Motion carried unanimously.
9. HWFB to review outstanding Ad Hoc timelines, responsibilities, and assignments and make modifications as necessary
- a. Discussion
- HWFB members discussed ongoing work by respective ad hocs and timelines.
- b. Public Comment
- Public comment period provided, none given.
- c. Action
- It was moved by Elizabeth Cameron and seconded by Carl Hansen to appoint Elizabeth Cameron, Tammy Brown, and Walter Geist to the Lending Ad Hoc who will be responsible to meet with AEDC and RREDC staff to improve information sharing and reporting, and establish a timeline for all current ad hoc to end at with the fiscal year. Motion carried unanimously.
10. HWFB to consider invitation to the Grand Opening of the McKinleyville Community Skate Park
- a. Discussion
- Phase one of the Skate Park is complete. The grand opening is October 7th, 10:30 am to 4:00 pm for the grand opening and skate competition. Members discuss if they will attend.
- b. Public Comment

- Public comment period provided, none given.

11. Future Agenda Items and Requests for Information

a. Discussion

- Staff are to reach out and create agenda items. Discussion may be to wait for HWF financials to be in line before meeting with other entities.

b. Public Comment

- Public comment period provided, none given.

12. Adjourn 4:16 pm.

Next Meeting: October 10, 2023