



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: 11/18/22

Time: 8:30AM

1. Opening

- a. Board Chair calls meeting to order
- b. Roll call of board members
- c. Adjustments to the agenda
- d. Director and staff updates
- e. Humboldt Workforce Coalition updates
- f. Board announcements
- g. Public comment on non-agenda items

2. Approval of 9/14/22 minutes (Attachment A)

- Discussion
- Public Comment
- Action

3. Review and approve WIOA Request for Proposals (Attachment B)

- Discussion
- Public Comment
- Action

4. Review and approve WIOA subrecipient contract amendments (Attachment C)

- Discussion
- Public Comment
- Action

5. Review and approve rough draft board retreat agenda outline and planning process (Attachment D)

- Discussion
- Public Comment
- Action

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6. **WIOA Quarterly Report** (Attachment E)
 - Discussion

7. **Presentation and discussion on Nordic Aquafarms with Margaret Kneeland (10:30am)**
 - Discussion

8. **Future Agenda items**

9. **Adjourn**



AGENDA DETAIL

3. Review and approve WIOA Request for Proposals

Review and approve Requests for Proposals (RFPs) in accordance with Workforce Innovation and Opportunities Act (WIOA) requirement. Attached are three (3) RFPs. The first seeks providers for one or more of the five regions of Humboldt County implementing programming serving youth. The second seeks a provider to design and implement Rapid Response and Layover Aversion (RR/LOA) programming. The third seeks a Job Market Operator and Adult and Dislocated Worker provider. Per WIOA law, due to the intrinsically tied nature of the role of Job Market Operator and Adult and Dislocated Worker, local WDBs can decide to seek one entity for both activities.

Recommended Action: Accept and approve all three RFPs, pending any edits from County Counsel, and direct Staff to move all RFPs to the Board of Supervisors (BOS) for approval.

4. Review and approve WIOA subrecipient contract amendments

Review and approve WIOA subrecipient contract amendments. WIOA formula fund amendments include adjustments to monetary amounts and updated term end dates to reflect the June 30, 2023, grant term end dates, and align with the July 1, 2023, contracting date associated with the prior amended RFPs. RPI 4.0 amendment includes an adjustment to the monetary amount to facilitate spend down and an update end date of 3/31/2023 to align with modified grant term end dates.

Recommended Action: Accept and approve WIOA Subrecipient Contract amendments and direct Staff to move contract amendments to BOS for approval.

5. Review and approve draft retreat agenda outline

Review and approve draft retreat agenda outline and planning process. The draft agenda outline follows the organizational structure of (1) An opening, including an icebreaker; (2) Defining our sandbox- what are the rules and regulations governing the work of the HCWDB; (3) What already exists- what opportunities are within our community; (4) Vision/mission- what is already defined, or should be defined by the HCWDB as our goals; (5) How do we move forward- what do we change, what do we emphasize, etc... The retreat is intended to be a facilitated discussion with strategic planning outcomes. Dates and location will be determined via polling of WDB members.

Recommended action: Approve draft retreat agenda outline and direct Staff to continue retreat planning process through further build out of agenda, seeking a retreat facilitator, and polling WDB members for date and location preferences.

Full Workforce Development Board (WDB) Meeting Minutes

Date: 9.14.2022

Time: 08:30am

Location: Eureka Sequoia Conference Center: 901 Myrtle Ave Eureka CA 95501

MEMBERS ATTENDANCE:

- Daniel Dixon- Chair
- Dennis Leonardi- Vice Chair
- Shelley Nilsen
- Lee Cunningham- Absent
- Jeff Hunerlach
- Cedar Reuben
- Pru Ratliff
- Kerry Venegas
- Michelle Bushnell- Excused
- Rex Bohn- Excused
- Carl Hansen- Excused
- Leslie Castellano
- Michelle Vassel- Absent
- Megan Bohnam- Excused
- Michael Hetticher- Excused
- Mark Plubell- Excused
- Treston Shull- Excused
- Madison Flynn
- Tanya Trump
- Robyn Stalcup
- Rosemary DenOuden

STAFF: Scott Adair, Peggy Murphy, Kimberly Hopmann

OTHERS IN ATTENDANCE: Amy Jester and Katerina Oskarsson (CORE Hub and HAF), Rob Homlund (Harbor District), Randy Weaver (EDD), and Connie Stewart (CalPoly Humboldt)

1. Opening:
 - a. Chair Dixon called the meeting to order at 8:45am
 - b. Director and Staff Updates:
 - i. Director Adair shared updates with the board about staff attending Meeting of the Minds with our Cal Poly Humboldt partners. He also shared the Kimberly Hopmann is now the MIS administrator and Peggy Murphy is now ETPL coordinator.
 - c. Humboldt Workforce Coalition Updates
 - i. Connie Stewart (Humboldt Workforce Coalition) shared details on High Roads grants and upcoming trainings. She shared that enrollment numbers are picking up at the Job Market and are averaging six enrollments a week. She also shared that the coalition is now fully staffed.
 - d. Board Announcements
 - i. Member Venegas shared that the ARPA website goes live Friday 9/16/22 and they would love feedback.
 - e. Adjustments to the Agenda
 - i. n/a
 - f. Public Comment on non-agenda items:
 - i. n/a
2. **Approval of 6/10/22 minutes (Attachment A)**
 - a. The board reviewed and discussed the 6/10/22 meeting minutes.
 - b. No Public Comment



- c. It was moved by Member Flynn and seconded by Member Nilsen to approve the minutes. Motion carried 12:0.

- 3. Recommend approval of new member, David Wayte, to the Workforce Development Board (Attachment B)**
 - a. The board reviewed and discussed David Wayte's application
 - b. No Public Comment
 - c. It was moved by Member Hunerlach and seconded by Member Venegas to approve David Wayte's WDB Application and present to the Board of Supervisors. Motion carried 12:0

- 4. Ratify 2022-2023 Workforce Innovation Opportunities Act (WIOA) Master Subgrant Agreement (Attachment C)**
 - a. The board reviewed and discussed the WIOA Master Subgrant Agreement
 - b. No Public Comment
 - c. It was moved by member Nilsen and seconded by Member Hunerlach to ratify the WIOA Master Subgrant Agreement. Motion carried 12:0.

- 5. Workforce Development Board to review and discuss quarterly report. (Attachment D)**
 - a. Peggy Murphy shared the quarterly report with the board and fielded questions regarding the data presented. She touched on areas of opportunity and also highlighted areas meeting and improved since last report.

- 6. Occupational Wage Analysis presentation and discussion with Randy Weaver (Attachment E)**
 - a. Randy presented the newest available data with the board and discussed the ways this data was obtained. He also fielded questions regarding specific reports and details that were not highlighted in the presentation as the data was focused during previous years, and not the current year. He discussed with the board potential options for additional reports containing additional and more relevant data.

- 7. Presentation and discussion on Offshore Wind Community Benefit by Humboldt Area Foundation (HAF/CORE Hub)**
 - a. Amy and Katerina from HAF/CORE Hub shared a presentation on Community Benefits for the upcoming Offshore Wind Project and fielded questions from board members during the discussion.

- 8. Presentation and discussion on Offshore Wind by the Humboldt Bay Harbor Recreation and Conservation District (HBHRCD)**
 - a. Rob Homlund from HBHRCD shared a presentation on the Harbor District and port infrastructure planning for the Offshore Wind Project and he fielded questions from the board members during the discussion.
 - i. At 11:25am, Chair Dixon requested a motion to extend the meeting end time to 12:00PM due to the lengthy presentations and discussions to allow time for the final agenda item.
 - ii. No Public Comment
 - iii. It was moved by Member Hunerlach and seconded by Member Flynn to extend the meeting time to 12:00pm. Motion carried 12:0.

- 9. Establish Offshore Wind Ad Hoc**
 - a. Staff discussed the purpose of creating an Offshore Wind ad hoc and addressed questions regarding involvement.



- b. Member Nilsen, Member Flynn, Member Reuben, Member Hunerlach and Vice Chair Leonardi volunteered to form the ad hoc committee.
- c. No Public Comment
- d. It was moved by Member Flynn and seconded by Member Nilsen to approve the ad hoc committee. Motion carried 12:0

10. Future agenda items

- a. Chair Dixon recommended that the board members should email any future agenda item requests to staff.

Adjourn – Time: 11:53am

DRAFT