AGENDA
Workforce Development Board (WDB) Executive Committee Meeting
Prosperity Center
520 E Street, Eureka
March 19th, 2020, 1:30 – 3:30 p.m.

<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda Item</th>
<th>Who</th>
<th>Recommended Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:30</td>
<td>Opening</td>
<td>Chair</td>
<td>Discussion</td>
</tr>
<tr>
<td></td>
<td>1. Meeting Called to Order</td>
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<tr>
<td></td>
<td>2. Introductions</td>
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<td></td>
<td>3. Adjustments to the Agenda</td>
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<td>4. Board or Executive Director Announcements</td>
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<td>5. Public Comment</td>
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<tr>
<td>1:45</td>
<td>Consent Agenda</td>
<td>Chair</td>
<td>Approve Consent Agenda</td>
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<tr>
<td></td>
<td>Approval of Minutes from January 16, 2020</td>
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<tr>
<td></td>
<td>See Attachment A</td>
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<tr>
<td>1:50</td>
<td>Policy Review</td>
<td>Chair</td>
<td>Recommended Approval</td>
</tr>
<tr>
<td></td>
<td>Record Retention-New Policy</td>
<td>Staff</td>
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<td></td>
<td>Attachment B</td>
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<td></td>
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<tr>
<td></td>
<td>Support Service-update with modifications</td>
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<td>Attachment C</td>
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<tr>
<td>2:05</td>
<td>Native American Employment Development Board Vacancy</td>
<td>Chair</td>
<td>Recommended Approval</td>
</tr>
<tr>
<td></td>
<td>Madison Flynn Application</td>
<td>Staff</td>
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<td>Attachment D</td>
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<tr>
<td>2:20</td>
<td>Fund Transfer between Adult and Dislocated Worker Funds</td>
<td>Chair</td>
<td>Recommended Approval</td>
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<td></td>
<td>Attachment E</td>
<td></td>
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<tr>
<td>2:30</td>
<td>By-Law-Update</td>
<td>Chair</td>
<td>Recommended Approval</td>
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<tr>
<td></td>
<td>Current By-laws</td>
<td>Staff</td>
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<td></td>
<td>Attachment F</td>
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<td></td>
<td>New By-laws</td>
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<td>Attachment G</td>
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<tr>
<td>3:15</td>
<td>Nomination Committee Lead Member Appointment</td>
<td>Chair</td>
<td>Recommended Approval of Appointment</td>
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<td></td>
<td>Staff</td>
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<tr>
<td>3:30</td>
<td>Meeting Adjournment</td>
<td>Chair</td>
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Auxiliary aids and services are available upon request to individuals with disabilities.
Please call 445-7745 at least 72 hours in advance.
HUMBOLDT COUNTY WORKFORCE DEVELOPMENT BOARD

EXECUTIVE COMMITTEE MEETING
Thursday ● January 16th, 2020 ● 1:30 – 3:30 p.m.
Prosperity Center Conference Room
520 E Street, Eureka, CA

MEETING MINUTES

MEMBERS PRESENT: Dan Heinen, Susi Huschle, Dennis Leonardi, Pru Ratliff

MEMBERS ABSENT: Dena McCullough and Rex Bohn

OTHERS PRESENT: Robyn Stalcup, Catherine Carter, and Julie Frisbie

Call to Order
Vice Chair, Mike Newman, called the meeting to order at 1:32 pm. A quorum was present

Adjustments to the Agenda
Pru Ratliff asked that the Incident Reporting Policy be added to the agenda, copies of that policy were then printed and provided to the committee.

Board and Executive Director Announcements
- Pru Ratliff announced that she has two classes to offer, a security guard training class and a history of cannabis class, she passed around flyers for those courses.

- Susi Huschle mentioned a meeting she attended regarding CTE programs and industry recognized certification programs. Susi suggested that the WDB explore the certification process, so their programs can become more inline with what our industry needs at the K-12 and community college level. The feasibility of a survey going out and asking employers about work readiness skills was then discussed and a timeline for that was established. The closing of the survey will hopefully be by April or May.

- Cara then discussed the SB1 submission and explained how it will help with outreach and coordination with the trades and the Humboldt Del-Norte Building Trade Council. She also announced that John Wooley will be resigning from NCIDC, and recruitment will begin for a new member to fill his seat.

Consent Agenda
Approve minutes from December 12th, 2019
It was moved by Dennis Leonardi and seconded by Dan Heinen to approve the December 12th, 2019 minutes. Chair called for public comment – none received. Motion carried unanimously.
Policy Review
- Registered Apprenticeship Policy
Cara Owings elaborated on the policy explaining that it would ensure that the WDB is working with any apprenticeship programs and providing WIOA funds. She also explained the board's role with apprenticeship programs and community colleges.

It was moved by Pru Ratliff and seconded by Susi Huschle to approve the Registered Apprenticeship Policy. Chair called for public comment – none received. Motion carried unanimously.

-Incident Reporting Policy
Cara Owings explained the policy's requirements and that the WDB must have a process for dealing with a claim of fraudulent use of WIOA funds, purchasing of support services, or any criminal activity. The policy explains that the WDB is responsible for following up and investigating this type of claim. Previously, the WDB did not have a policy of this kind.

It was moved by Susi Huschle and seconded by Pru Ratliff to approve the Incident Reporting Policy. Chair called for public comment – none received. Motion carried unanimously.

-Incentive Policy
Cara Owings explained that, at this time, the only WIOA participants that are eligible for incentives are youth. She also stated that incentives should not be confused with support services and that this policy outlines the guidelines for incentives, spending caps, etc. Dan Heinen asked for clarification on the wording of the policy and its listed restrictions. Cara Owings and Pru Ratliff provided clarification stating that these funds cannot be used for entertainment purposes. Pru Ratliff compared them to “a gift of public funds” and WIOA is using the same guidelines as federal funding.

It was moved by Dennis Leonardi and seconded by Pru Ratliff to approve the Incentive Policy. Chair called for public comment – none received. Motion carried unanimously.

RCAA Summary Response
-Cara Owings explained how she and the WIOA team followed up with the public comment received at the last Executive Committee meeting involving RCAA. Cara stated she has been unable to reach the person who made the comment, but her and Allison Tans met with RCAA to ensure confidentiality and that the WDB policies and procedures are being followed through staff. It was also addressed during the meeting that everyone has fair access to resources and can use private meeting rooms if needed.

-Pru Ratliff asked if anyone had reached out to AJCC’s partners and Cara explained that she had previously talked to the different partners about access and confidentiality, and the issues had been addressed.
-Public Comment
Robin Stalcup clarified the policies of the AJCC in relation to the agencies and offered options and alternatives for the agencies as far as accessibility and confidentiality.

**Budget Review**
-Cara Owings explained the breakdown of the budget, the different types of funds, formula, one-time, and discretionary. Dennis Leonardi asked for clarification on the Opioid Grant and where the funding is going. Cara explained that a large amount of that funding is going to tuition and work experience training.
-Cara Owings then described the breakdown of the WIOA funds by contracted program, Youth, Adult, Dislocated Worker, and Rapid Response/Layoff Aversion. Cara also explained the focus previously has been business data, and a shift to focusing on business engagement could be helpful.
-Dan Heinen responded by stating that training should also be encouraged, and Dennis Leonardi expressed the importance of incumbent worker training.
-Cara explained the carryover funding for the Youth Formula Funds and the increases and decreases in the Formula Fund costs.

It was moved by Susi Huschle and seconded by Dennis Leonardi to approve the budget. Chair called for public comment – Robin commented on the necessity of reaching workers in times of need and funding for Rapid Response. Motion carried unanimously.

**Emerging Workforce Retention Program**
-Cara Owings explained that this program is in the early stages, but as part of Economic Development, it would be beneficial to have a program that encourages educated individuals to stay in Humboldt County after their time at College of the Redwoods or Humboldt State. These jobs would be livable wage jobs with the hopes of attracting new graduates.
-Dennis Leonardi commented that we should try focusing on connecting these recent graduates with the actual job options in Humboldt County.
- Susi Huschle mentioned that it would also be beneficial to capture students before they graduate high school, before their senior year, to gain experience in Humboldt County’s workforce.
- Cara Owings further explained the impact of the housing shortage in Humboldt County and how that affects recent graduates staying in the area.

**Meeting Adjourn**
Vice Chair Mike Newman adjourned the meeting at 3:12 p.m.

**Next Meeting Date:** February 14th, 2020 8:30 – 10:30 – Sequoia Conference Center Annex

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

REFERENCES: OMB Circular A-110; Workforce Innovation and Opportunity Act of 2014 Section 185(a)(1), (f)(1-2); 2 CFR Parts Part 200 Uniform Administrative Requirements; and EDD Directive WIA D00-7, Subject: Standards for WIB Oversight and Instructions for Sub-state Monitoring

PURPOSE:
The purpose of this policy is to provide guidance to WIOA Contractors, Vendors, One-Stop Partners and Operators as it relates to record retention. Retention of records related to activities and services conducted with WIOA and other funds under the Humboldt County Workforce Development Board must adhere to the procedures and regulations established by this policy.

BACKGROUND:
This policy is for the Humboldt County Workforce Development Board to ensure accountability for records resulting from activities and services conducted with WIOA funds and other activities funded by WIOA. Some of the reasons to keep files and records include legal requirements and/or compliance with governing rules, potential relevance in future litigation, and the needs of the organization, as well as historic importance.

POLICY:
1. All subgrantees, service providers, and administrative entity staff shall retain all records pertinent to all grants and agreements under the WIOA including financial, statistical, property, participants records, and supporting documentation for a period of four years (4) years from the date the Humboldt County Workforce Development Board Office receives the final expenditure report for that program year. If at the end of four years there is ongoing litigation or an audit involving records, the records shall be retained until
resolution of the litigation or audit.

2. Prior to the destruction of any records, a written request to carry out the destruction of records must be made to:

   Executive Director  
   Humboldt County Workforce Development Board  
   520 E Street  
   Eureka, CA 95501

3. Upon receipt of written authorization from the Director, records may be destroyed or surrendered to the administrative entity.

**FORM(S):** None.

**INQUIRIES:**

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

Humboldt County Workforce Development Board Approval Required? ☒ Yes ☐ No
TO: All Humboldt County Workforce Innovation and Opportunity Act (WIOA) Subrecipients and Service Providers

FROM: Humboldt County Workforce Development Board

EFFECTIVE: January 18, 2018

SUBJECT: Supportive Services

REFERENCES: WIOA §134 (c)(2-3) of WIOA: Career Services

PURPOSE:
The purpose of this policy is to provide guidelines to the Service Providers of the Humboldt County Workforce Development Board (HC-WDB) in the provision of Supportive Service payments to (or on behalf of) participants enrolled in the Workforce Innovation and Opportunity Act (WIOA) program. The following provides information on the minimum requirements for the provision of Supportive Service payments. Service Providers may include additional elements in their local policies and procedures so long as they are in conformance with this policy, the WIOA, Department of Labor (DOL) Regulations, and State of California Directives.

BACKGROUND:
Supportive Services are defined as services such as transportation, childcare, dependent care, housing, and needs-related payments that are necessary to enable an individual to participate in activities authorized under §134(c)(2)1 and (3)2 of WIOA. (WIOA, §3(59); Regulations, §680.900). Supportive Services may only be provided to individuals who are enrolled in the WIOA program and are receiving career services and/or training services and are unable to obtain supportive services through other programs providing such services (WIOA, §134(d)(2) and (3)).

Supportive Services may include, but are not limited to:

- Linkages to community services;
- Assistance with transportation;
- Assistance with childcare and dependent care;
- Assistance with housing;
- Assistance with educational testing;
- Reasonable accommodations for individuals with disabilities;
• Legal aid services;
• Referrals to healthcare;
• Assistance with uniforms or other appropriate work attire and work-related tools, including items such as eyeglasses and protective eye gear;
• Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and
• Payments and fees for employment and training-related applications, tests, and certifications.

POLICY AND PROCEDURE:

One of the career services that must be provided in America’s Job Center of California is the provision of accurate information about the availability of supportive services in the Service Provider’s service area, as well as referral to such services. This applies to the Adult, Dislocated Worker, and Youth programs funded under WIOA.

Each Service Provider must develop a policy on supportive services that ensures resource and service coordination in their service area. The policy must address procedures for referral to such services, including how such services will be funded when they are not otherwise available from other sources (Regulations, § 680.910).

Supportive Services may only be provided to individuals who are enrolled and active in the WIOA program and participating in a career or training service as defined in §134 (c)(2) and (3) of WIOA (Regulations, §680.910).

Supportive Service payments must be based upon an Individual Employment Plan (IEP) or Individual Service Strategy (ISS), may only be provided when they are necessary to enable individuals to participate in career services or training activities, and documented in the participant file.

Supportive Service payments made with WIOA funds shall not duplicate services available from other sources (WIOA, §134(d)(2) and (3)).

CALJOBS ACTIVITY CODES:
The following activity codes shall be utilized in CalJOBS when a Supportive Service payment is made on behalf of a participant. See Attachment A for a description of the Supportive Services categories outlined below.

<table>
<thead>
<tr>
<th>A. Adults/Dislocated Workers</th>
<th>B. Youth</th>
</tr>
</thead>
<tbody>
<tr>
<td>180 - Child/Dependent Care</td>
<td>480 - Child/Dependent Care</td>
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<tr>
<td>181 - Transportation Assistance</td>
<td>481 - Transportation Assistance</td>
</tr>
<tr>
<td>182 - Medical Services</td>
<td>482 - Medical Services</td>
</tr>
<tr>
<td>184 - Temporary Shelter</td>
<td>483 - Temporary Shelter</td>
</tr>
<tr>
<td>186 - Seminar/Workshop Allowance</td>
<td>486 - Counseling</td>
</tr>
<tr>
<td>187 - Job Search Allowance</td>
<td>487 - Tools/Clothing</td>
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<tr>
<td>188 - Tools/Clothing</td>
<td>488 - Housing Assistance</td>
</tr>
<tr>
<td>189 - Housing Assistance</td>
<td>489 - Utilities</td>
</tr>
<tr>
<td>190 - Utilities</td>
<td>490 - Educational Testing</td>
</tr>
<tr>
<td>191 - Educational Testing</td>
<td>492 - Linkage to Community Services</td>
</tr>
</tbody>
</table>

LOCAL SYSTEMS:

SUPPORTIVE SERVICES

Attachment C
It is the responsibility of the Service Providers to ensure local policies and procedures are in place for the review and approval of Supportive Service payments pursuant to the requirements of the WIOA, DOL Regulations, State of California Directives, and HC-WDB Policy. At a minimum, these procedures shall ensure the provision of Supportive Services are:

- Provide to enrolled participants in a limited capacity (allowed only if the individual would be unable to participate in WIOA activities without such assistance);
- Based upon the financial need of the participant as determined during the assessment, IEP/ISS development and case management processes, and documented through the utilization of a financial needs analysis form (which shall be updated at least once each calendar month during the Supportive Service payment(s); and
- Included in the participant’s IEP/ISS.

If monetary limits are imposed for any or all supportive service categories at the Service Provider level, these established limits must be in writing (policy statement) and applied consistently for all participants.

**LIMITATIONS/PROHIBITIONS:**

Supportive Services may be provided to Adults and Dislocated Workers for up to one year after the date of exit from the WIOA program, provided the individual is employed, the service is necessary to retain employment, and there is a financial need documented in the participant file.

Supportive Services may be provided to individuals enrolled in the Youth program for up to one year after the date of exit from the WIOA program, provided the service is necessary to retain employment or continue in a post-exit training program, and there is a financial need documented in the participant file.

Payments towards goods or services received prior to a participant’s enrollment in the WIOA program are prohibited.

The following may not be paid with WIOA funds:

- Fines or penalties
- Legal fees
- Bad debts
- Union initiation fees
- Union dues
- Payments for participant memberships, dues, or subscriptions-unless it is a specific requirement of a training program or necessary and reasonable as a condition of employment
- Cigarettes or alcoholic beverages
- Firearms or ammunition
- Rental deposit
- Purchase of goods or services illegal under any federal state, local, or municipal law or statute

**SUPPORTIVE SERVICES**

Attachment C
• Payments for real or personal property that bears title (Automobiles, homes, etc.)

FORM(S): None

INQUIRIES:

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

Humboldt County Workforce Development Board Approval Required? ☒ Yes ☐ No
**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>Flynn, Madison R</td>
<td></td>
<td><a href="mailto:mflynn@ncidc.org">mflynn@ncidc.org</a></td>
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<th>Zip</th>
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<table>
<thead>
<tr>
<th>Residence Address (if different from mailing address)</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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<thead>
<tr>
<th>Name of Business, Agency, or Tribe</th>
<th>Occupation/Title</th>
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<tr>
<td>Northern California Indian Development Council, Inc.</td>
<td>Assistant Director</td>
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<table>
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<th>Business Address</th>
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<tr>
<td>241 F St.</td>
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<table>
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<tr>
<th>Business Phone</th>
<th>Business Fax</th>
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<tbody>
<tr>
<td>(707) 445-8451</td>
<td>(707) 445-8479</td>
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</tbody>
</table>

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

1. Greg Gehr
2. John Woolley
3. NCIDC Board of Directors

Please indicate which industry you represent

- □ PRIVATE INDUSTRY (please specify which sector you represent)
  - □ Diversified Health Care
  - □ Building and Systems Construction
  - □ Management and Innovation Services
  - □ Forest Products
  - □ Other:
  - □ Specialty Food, Flowers, and Beverages
  - □ Investment Support Services
  - □ Niche Manufacturing
  - □ Tourism

- □ PUBLIC INDUSTRY (please specify which sector you represent)
  - □ Wagner-Peyser 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
  - □ Economic Development
  - □ Vocational Rehabilitation
  - □ Labor Organization
  - □ College of the Redwoods
  - □ Child Care
  - □ Youth Employment, Training, or Education
  - □ Federally Fund Programs/Services for Low-Income Residents

*Attachment D*
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. **Private Sector** seats require a formal nomination by an open-membership business organization (i.e., a chamber of commerce or a professional or business organization such as Kiwanis or Rotary), a business trade association, or an agency board of directors. **Labor Union** seats require a formal nomination from a local labor federation. All other seats require no formal nomination. Your nomination must be secured prior to submitting this application by completing Part III below.

3. Forward the completed application to:

   Workforce Development Board  
   520 E Street  
   Eureka, CA 95501  
   Attn: Cara Owings, WDB Executive Director  
   cowings@co.humboldt.ca.us  

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

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

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.

(Agency/Organization/Association Name)

hereby formally nominates

(Applicant’s Name)

for appointment to the Workforce Development Board of Humboldt County

______________________________
Signature of Chair/Director/Chief of Nominating Agency

______________________________
Date

PART IV – Applicant Certification and Signature

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

______________________________
Signature of Applicant

03/11/2020

Date

Attachment D
RESOLUTION OF THE
NORTHERN CALIFORNIA
INDIAN DEVELOPMENT COUNCIL, INC.

DATE APPROVED: February 7, 2020
RESOLUTION NO.: 20.01

THE AUTHORIZATION FOR THE ASSISTANT DIRECTOR/OR THE EXECUTIVE DIRECTOR TO COORDINATE, PROCESS AND EXECUTE ALL CONTRACTS, AGREEMENTS, AMENDMENTS, AND ANCILLARY DOCUMENTS ON BEHALF OF THE NORTHERN CALIFORNIA INDIAN DEVELOPMENT COUNCIL, INC. FOR THE HUMBOLDT COUNTY WORKFORCE DEVELOPMENT BOARD (WDB).

WHEREAS, the Northern California Indian Development Council, Inc. (NCIDC) as a Section 166 Federal WIOA American Indian Funding Grantee has been established to administer programs designed to meet the needs of American Indian people in partnership with the WDB; and

WHEREAS, the Northern California Indian Development Council, Inc. is formally incorporated in the State of California and has a legally binding set of bylaws established to govern the operation of said corporation; and

WHEREAS, the Governing Council of the Northern California Indian Development Council, Inc., is empowered to develop and perpetuate the direction of NCIDC for future services; and this action supports the Northern California Indian Development Councils strategic framework by supporting business, workforce development and private sector jobs; and

WHEREAS, a primary and specific purpose of the Northern California Indian Development Council, Inc. is to research, develop, and administer social and economic
development programs designed to meet the needs of Indian and Native American Communities, and to provide support and technical assistance for the development of such programs;

WHEREAS, the Northern California Indian Development Council, Inc. recognizes the necessity of identifying its authorized representatives for the purpose of executing contractual documents on behalf of the corporation to initiate and maintain project activities funded by the federal, state or local government and private foundations;

NOW THEREFORE BE IT RESOLVED, that the Northern California Indian Development Council, Inc. Governing Council hereby authorizes the Assistant Director and/or the Executive Director, to coordinate, process, and execute all contracts, agreements, amendments, and ancillary documents in behalf of the Corporation.

CERTIFICATION

I, the undersigned, as Chairperson of the Northern California Indian Development Council, Inc., hereby certify that the Northern California Indian Development Council, Inc., at a duly called and convened meeting on the 7th day of February, 2020, adopted this resolution and said resolution has not been rescinded or amended in any way:

Ruby Rollings, Chairperson

ATTEST:

Tracy Foster-Olstad, Vice-Chairperson

February 7, 2020

Attachment D
Transfer of Funds Request

1. Local Area: Humboldt County Workforce Development Board

2. Subgrant Number: AA011007

3. Request Date: 02/20/20

4. Program Year: 2019-2020

5. Transfer Request No: 01

6. Direction of Transfer (Check One):
   - Adult to Dislocated Worker
   - Dislocated Worker to Adult
   - 201 → 299
   - 202 → 200
   - 501 → 499
   - 502 → 500

7. Amount of Transfer: $75,000

8. Contact Person: Cara Owings

9. Contact Person’s Telephone Number: 707-476-4805

10. All transfer requests must be approved and signed off by the Local Board.
    Date of Local Board meeting to discuss transfer: 03/19/2020
    Date of Local Board meeting to approve transfer: 03/19/2020

11. By signing below, the Local Area Administrator/Designee requests a transfer of funds and certifies that this transfer request was approved at the Local Board Meeting on the date indicated above.

   Signature: __________________________________________
   Name: Cara Owings
   Title: Executive Director
   Date: 03/19/2020

12. Taking into account the factors described under the Transfer of Funds Procedures section on page 5 of the directive, describe the Local Board’s reasoning to request a transfer of funds.

   Request to transfer funds to support additional activities related to serving Adult WIOA clients in Humboldt County.
BYLAWS
OF THE WORKFORCE DEVELOPMENT BOARD
OF HUMBOLDT COUNTY

ARTICLE I. AUTHORIZATION AND PURPOSE

A. AUTHORIZATION: The Workforce Development Board (hereinafter WDB) of Humboldt County is established under Section 107 of the Workforce Innovation & Opportunity Act of 2014, Public Law 803-32, hereinafter referred to as the WIOA.

B. SCOPE: By its composition, the WDB represents organizations, agencies, and representatives of business. The WDB shall, in accordance with Section 107 of the WIOA; conduct oversight with respect to the one-stop career system. The WDB shall also set policy for the local workforce development system.

C. PURPOSE: The purpose of the WDB shall be to provide oversight of Humboldt County's comprehensive workforce development system consisting of workforce education and training, workforce preparation services, and economic development.

The WDB shall:

1. Develop and submit a local plan in partnership with the chief elected official.

2. Conduct Workforce Research and Regional Labor Market Analysis, including:
   (A) Analyses of the economic conditions in the region, the needed knowledge and skills for the region, activities (including education and training) in the region, and regularly update such information;
   (B) Assist the Governor in developing the statewide workforce and labor market information system, specifically in the collection, analysis, and utilization of workforce and labor market information for the region; and
   (C) Conduct such other research, data collection and analysis related to the workforce needs of the regional economy as the board, after receiving input from a wide array of stakeholders, determines to be necessary to carry out its functions.

3. Convene local workforce development system stakeholders to assist in the development of the local plan, and in identifying non-federal expertise and resources to leverage support for workforce development activities.

4. Lead efforts to engage with a diverse range of employers and with entities in the region involved:
   (A) to promote business.
(B) to develop effective linkages that support employer utilization of the local workforce development system.

(C) to ensure that workforce development activities meet the needs of employers and support economic growth by enhancing communication, coordination, and collaboration among employers, economic development entities, and service providers; and

(D) to develop and implement proven or promising strategies for meeting the employment and skill needs of workers and employers in demand industry sectors or occupations.

5. With representatives of secondary and postsecondary education programs, lead efforts in the local area to develop and implement career pathways within the local area by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment.

6. Lead efforts in the local area to identify and promote proven and promising strategies and initiatives for meeting the needs of employers, workers, and job seekers in the local workforce development system.

7. Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and jobseekers.

8. In partnership with the chief elected official for the local area, conduct oversight for the local youth workforce investment activities, and ensure appropriate use and management of the funds provided.

9. With the chief elected official, and the Governor, negotiate and reach agreement on the local performance accountability measures.

10. Consistent with Section 121 of WIOA, and with the agreement of the chief elected official for the local area, designate or certify one-stop operators, and may terminate for cause the eligibility of such operators.

11. Consistent with Section 123 of WIOA, identify eligible providers of youth workforce investment activities in the local area by awarding grants or contracts on a competitive basis, and may terminate for cause the eligibility of such providers.

12. Coordinate activities with education and training providers in the local area, including providers of workforce investment activities, providers of adult education and literacy activities under Title II, providers of career and technical education (as defined in Section 3 of the Carl D. Perkins Career and Technical Education Act of 1973).

13. Develop a budget for the activities of the local board in the local area, consistent with the local plan and the duties of the local board, subject to the approval of the chief elected official.
14. Annually assess the physical and programmatic accessibility, in accordance with the Americans with Disabilities Act of 1990, of all one stop centers in the local area.

15. Comply with applicable federal and state laws and regulations.

ARTICLE II. MEMBERSHIP

A. The WDB shall consist of the membership as outlined in the WIOA.

B. A majority of members (51%) on the WDB shall be business owners, chief executives, and operating officers of businesses in the local area, particularly from the Target of Opportunity industries identified in the Humboldt County Comprehensive Economic Development Strategy (CEDS) and Local Strategic Plan. A minority of the business owners can be executives of non-profit organizations with employment opportunities that reflect the local area.

C. Twenty percent (20%) shall be representatives of labor agencies.

D. A representative of eligible providers of adult education and literacy services.

E. A representative of higher education providing workforce investment activities in Humboldt County.

F. A representative of local K-12 education.

G. A representative of the state employment services under the Wagner-Peyser Act.

H. A representative of an agency providing local services under Title I of the Rehabilitation Act of 1973.

I. A representative of an economic and community development organization serving the local area.

J. A representative of an agency providing federally funded services for low-income residents.

K. A representative of the Board of Supervisors, with an alternate.

L. A representative of a state elected official (Assembly or Senate) representing Humboldt County with an alternate.

M. Up to three representatives of community-based organizations or businesses that provide the following:
   i. Native American employment development
   ii. Child care
   iii. Employment of people with disabilities
   iv. Serves youth employment, training or education
   v. Trains people with barriers
The term community-based organization is defined as a private nonprofit organization that is representative of a community or a significant segment of a community which has demonstrated expertise and effectiveness in the field of workforce investment.

N. Regarding the size of the WDB, the Humboldt County Workforce Investment Board must meet the minimum WIOA membership requirements and reserves discretionary authority by the Board of Supervisors as local economic conditions indicate.

O. Membership for the WDB shall be solicited through a publicized nomination process.

P. Members shall be appointed by the Humboldt County Board of Supervisors, from a slate of qualified candidate(s) recommended by the WDB.

1. Terms are for a two-year period (2), starting from date of appointment by the Board of Supervisors. Mid-term appointments run through the third June after appointment

2. At the conclusion of a member's term, the member's position shall be treated as a vacancy, with the current member having the option to request consideration for appointment to an additional term. Reappointment requests will be considered along with any other nominations received for that vacancy.

3. All vacancies are to be filled within 60 days of their occurrence, or as soon as possible.

Q. Members may resign by signed written notice to the WDB Chair or Executive Director, who will notify the Executive Committee and the BOS.

R. Members may be removed for any activity that interferes with or misrepresents the business of the WDB by a vote of two-thirds of the members present and voting at a WDB meeting in which a quorum has been established and where the action has been included on the agenda.

S. Members shall automatically terminate their membership on the WDB for administrative reasons. The Executive Committee may reverse a termination of a member's term by a vote of two thirds of the Executive Committee members present and voting at an Executive Committee meeting in which a quorum has been established and where the action has been included on the agenda. The WDB membership will be notified at the next Full WDB meeting.

Reasons for administrative termination may include:

1. When a member is unable to represent the categorical seat to which (s)he is appointed,
2. Failure to attend three (3) consecutive WDB meetings;
T. Membership is by person, not position, including the mandated partners. Each member shall have equal voting privileges, with each seat representing one vote. Proxy votes by representative or member are not allowed.

U. No member shall vote on any matter which:
   1. Poses the appearance of a conflict of interest to that member or his/her business or organization; and/or
   2. Would financially benefit such member or his/her business or organization.

V. Procedures for Dealing with Conflicts of Interest
   If a member believes (s)he is in a potential conflict situation, (s)he should so advise the Chair, refrain from any discussion on the matter involving the conflict, and register an abstention on any subsequent vote.

   Should the member participate in the discussion and/or vote on the matter, and it is later determined that a conflict situation existed; any agreements resulting from this involvement may be considered invalid. The WDB Chair, whose decision shall then be presented to the WDB for further action, shall initially make consideration of validity. Such action might include ratification of the agreement under such conditions as would make the agreement valid.

W. A member of the BOS shall have one vote at any WDB meeting using the designated BOS member or appointed BOS alternate. Annually, the BOS will specify the designated BOS WDB member and alternate. The BOS appointed alternate is authorized to vote in the absence of the appointed BOS WDB member.

ARTICLE III. ELECTIONS OF OFFICERS AND EXECUTIVE COMMITTEE MEMBERS

A. Officers
   The WDB shall elect a Chair and a Vice Chair, who shall be selected from among the business representative members. Only voting WDB members may serve as officers of the WDB. The terms of the officers shall be one year commencing on July 1st. Following the Chair’s term of office, the Vice Chair shall assume, upon election, the role of Chair with the WDB electing a new Vice Chair.

   The Chair and Vice Chair may serve for no more than two (2) consecutive terms as Chair. The Chair elect and Vice Chair elect shall automatically have their membership extended, if necessary, to coincide with their term of office.

   The Chair shall preside at all meetings of the full WDB and shall perform all duties incidental to the office of Chair.
B. Executive Committee Members
The Executive Committee shall consist of the Chair, the Vice Chair, the Board of Supervisor member of the WDB, and four (4) at-large members.

The Chair shall appoint a member of the WDB to serve on the Executive Committee in one at-large position.

The WDB shall also elect three (3) at-large members of the Executive Committee, at least one of whom shall be selected from among the private sector representative members, and one of whom shall be the liaison with the youth development program staff and operators. All elected at-large members shall serve for 2-year terms, commencing on July 1st. Terms will be staggered in order to support continuity on the Executive Committee.

C. Nomination Process
The Nominations Committee shall be an ad-hoc committee appointed by the Executive Committee, including two general members of the WDB. The Committee shall solicit nominations from the entire WDB membership, beginning in the first quarter of the calendar year. The committee shall submit the nominees for office to the WDB Chair, WDB Vice Chair, Business At-Large Executive Committee member, General At-Large Executive Committee member, and Youth At-Large Executive Committee member. The nominees shall be presented to WDB members at least fifteen (15) days prior to voting and posted as part of the final agenda. Elections shall be held one meeting prior to the last WDB meeting of its fiscal year.

At that meeting, after it is established that a quorum is present, nominees shall be presented to WDB members. Prior to voting the Chair shall take nominations from the floor. Voting shall be public according to the open meeting laws of the State of California. Officers are determined by a simple majority of the members present and voting at a WDB election meeting, and announced prior to close of the meeting.

D. Vacancies
In the event of a vacancy in the position of the Chair, the Vice Chair shall assume the duties of the Chair. In the event of a vacancy in the position of Vice Chair, the Business At-large member of the Executive Committee shall assume the role of Vice Chair for the remainder of the term.

The Vice-Chair shall preside in the absence or vacancy of the Chair, and perform such duties as delegated by the Chair.

In the event of a vacancy of both the Chair and Vice Chair, the Business At-Large elected member shall assume the duties of the Chair.

In the event of a vacancy in a position of an at-large Executive Committee member, the Chair shall appoint a replacement to serve out the designated term of that position. The
Chair has the option of appointing members for different term lengths in order to achieve or maintain staggering of terms.

ARTICLE IV. STAFF

A. The WDB receives Executive Director and other staff support from the County of Humboldt.

ARTICLE V. MEETINGS

A. Regular meetings (at least semi-annually) will be scheduled and announced at the beginning of each fiscal year. Special meetings may be called at the discretion of the Chair, as needed.

B. All meetings of the WDB and its committees shall be called and held pursuant to the provisions of the Ralph M. Brown Act (Gov. Code Section 54950 et seq.).

C. Agendas and minutes of regular and special WDB meetings shall be provided to members and, upon request, the public in a timely fashion.

D. A simple majority of the members of the WDB shall constitute a quorum.

ARTICLE VI. COUNCILS AND COMMITTEES

A. The WDB shall have an Executive Committee, the membership of which shall include the WDB Chair and Vice-Chair; the Board of Supervisors member as selected by the BOS; and four (4) at large members, per Article III.B. One at large member is appointed by the WDB Chair. The remaining three at large members are elected by the WDB membership, at least one coming from the private sector.

B. The Executive Committee shall act on behalf of the full board on all matters of necessity between WDB meetings. That authority shall include:

   a. Analyzing information from standing and ad hoc committees, and coordinating their work.

   b. Setting agendas for WDB meetings.

   c. Authorizing the WDB Chair to sign time-sensitive documents when full WDB approval is not feasible.

   d. Reversal of automatic termination of WDB member terms for administrative purposes set forth in Article II. Membership. H.

   e. Participation on ad hoc committees and work-groups as needed.
C. Work of the WDB as identified in the strategic plan shall engage WDB members through workgroups or ad-hoc committees, defined as follows:

a. The WDB or Executive Committee designates a work-group by (1) defining a set of specific outcomes, (2) determining a specific timeframe for deliverables, and (3) designating an Executive Committee member to participate on the work-group.

b. Staff organizes and facilitates work-groups. WDB members may serve as chair should the work-group elect to have a chair to best accomplish the outcomes.

c. WDB members may Chair a work-group, as best serves accomplishing the charge of the work-group.

d. Work-groups do not have formal membership requirements, though at least one Executive Committee member participates on each work-group. WDB members participate on a volunteer basis.

e. A maximum of three (3) work-groups may operate at any one time.

f. Work-groups shall report their results and recommendations to the Executive Committee and/or the Full WDB via members or staff.

g. Work-groups may meet at the call of the WDB Chair or the committee Chair.

h. Work-group membership shall not constitute a majority of the membership of the WDB.

ARTICLE VII. ADOPTIONS AND AMENDMENTS

A. These bylaws are hereby adopted upon two-thirds (2/3) vote of the WDB membership present at a meeting at which this item has been noticed and a quorum has been established.

B. These bylaws may be amended, in part or in whole, by two-thirds (2/3) vote of the members present and voting at a regularly scheduled WDB meeting, at which a quorum has been established. Proposed additions and/or deletions to the bylaws must be provided to members at least fifteen (15) days before the meeting at which they are subject to vote.

C. Adoptions or amendments of these bylaws may be proposed by any voting WDB member. Such adoptions or amendments must be presented in writing.

ARTICLE VIII. GENERAL PROVISIONS

A. The WDB shall utilize Robert's Rules of Order as a framework to conduct its business.
B. Nothing in these bylaws shall be construed to take precedence over federal, state or local laws or regulations.

C. All WDB policies will be voted upon at a regularly scheduled WDB meeting.

D. For purposes of these bylaws, “fiscal year” shall be defined as July 1 through June 30.
Humboldt County Workforce Development Board Bylaws 2020-2022

BYLAWS
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ARTICLE I. NAME AND ESTABLISHMENT

A. NAME: Under these Bylaws, the name for this organization is the Humboldt County Workforce Development Board, hereinafter HC-WDB or WDB. The HC-WDB was established under Section 107 of the Workforce Innovation & Opportunity Act of 2014, Public Law 803-32, hereinafter referred to as the WIOA.

B. ESTABLISHMENT: The HC-WDB is established and receives authority in accordance with the WIOA and is appointed by the Humboldt County Board of Supervisors, hereinafter BOS. The BOS have final authority.

ARTICLE II. PURPOSE AND RESPONSIBILITIES

PURPOSE: By its composition, the HC-WDB represents organizations, agencies, and representatives of business. The HC-WDB shall, in accordance with Section 107 of the WIOA; competitively procure and oversee the local America’s Job Center of California (AJCC) as part of the one-stop career system. The HC-WDB shall also provide oversight of Humboldt County’s comprehensive workforce development system consisting of workforce, education and training, workforce preparation services, regional research, and economic development.

MISSION STATEMENT AND GOALS

The Workforce Development Board brings together workforce development, educational, economic development and other employment services in a seamless customer-focused delivery network that enhances access to program services and improves long-term employment outcomes. As AJCC partners, we are committed to administering our independently funded programs as a set of integrated streamlined services to job seekers and employers, by:

• Helping businesses find skilled workers and access other supports services, including education and training, for their current workforce
• Providing an array of employment and business services and connecting customers to work-related training and education
• Continuing to align investments in workforce, education and economic development to regional in-demand jobs
• Reinforcing partnerships and strategies to provide job seekers and workers with high quality career services, education and training, and supportive services needed to get good jobs and stay employed
ARTICLE III. THE DUTIES OF THE BOARD

1. **Local Plan**: With approval from the BOS, develop and submit a local workforce development area plan to the Governor of California;

2. **Regional Plan**: Collaborate with the local and regional stakeholders and with approval from the BOS to develop and submit a regional plan;

3. **Workforce Research and Regional Labor Market Analysis**: Conduct research, specified regional market labor analysis, and periodic economic and workforce analyses as a part of the local planning process and to assist the Governor in developing the statewide workforce and labor market information system;

4. **Convening, Brokering, and Leveraging**: Convene the local workforce development system stakeholders to assist in the development of the local area plan, and identify non-federal expertise and resources to leverage support for workforce activities;

5. **Employer Engagement**: Lead efforts to engage with a diverse range of employers, entities in the region, and economic development entities, including coordination with BOS economic development strategies, in order to promote the participation of local area and regional private-sector employers, develop effective linkages with employers, support employer utilization of the Humboldt County workforce system, ensure the workforce investment activities meet the needs of employers, and support economic growth in the region;

6. **Career Pathways Development**: Collaborate with secondary and postsecondary education program representatives leading the efforts in the local workforce development area to develop and implement career pathways by aligning training, education and support services;

7. **Proven and Promising Practices**: Identify, promote, and disseminate proven and promising strategies, initiatives, and practices for meeting the needs of job seekers and employers;

8. **Technology**: Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, workers, job seekers, and those with barriers to employment; develop intake and case management information systems, remote access, and improve digital literacy skills while leveraging resources and capacity within the system;

9. **Program Oversight**: Conduct program oversight for: local WIOA youth, adult, and dislocated workforce development program activities; the local service delivery system; and the use, management, and investment of workforce development funds to maximize performance outcomes under WIOA through evidenced-based decision-making;

10. **Negotiation of Local Performance Accountability**: Establish, through negotiation with the BOS and the Governor, local performance and accountability measures;
11. **Selection of Operators and Providers:** Competitively designate and certify one-stop operators, identify eligible adult and youth training providers, and also ensure the provision of opportunities that lead to competitive employment for individuals with disabilities; in conjunction with the State, ensure there are sufficient numbers and types of career and training service providers in a manner that maximizes consumer choice;

12. **Coordination of Education Providers:** Coordinate activities with education and training providers;

13. **Budget and Administration:** Develop a budget for the activities of the HC-WDB consistent with the local workforce development plan and the duties of the HC-WDB under WIOA;

14. **Accessibility for Individuals with Disabilities:** Annually assess the physical and programmatic accessibility of all one-stop centers in the local area in accordance with the Americans with Disability Act of 1990; and

15. **Additional Duties:** The HC-WDB shall perform other functions and duties as required by the WIOA, or by State of California implementing legislation or Executive Orders and shall act in accordance with WIOA and under the direction of the Governing Board.

**ARTICLE IV. MEMBERSHIP**

**A. COMPOSITION**

The BOS shall ensure the membership of the HC-WDB conforms to all WIOA requirements. The BOS reserves discretionary authority on membership as local economic conditions indicate. As authorized under WIOA, Section 107, membership of the WDB is established to be composed of at least 19 members or more, in the percentages that follow:

1. Business representatives shall constitute a majority, 51%, of WDB and must include two or more members that represent small business as defined by the U.S. Small Business Administration. Furthermore, business representative seats may reflect the identified major industries and clusters identified in the Humboldt County Comprehensive Economic Development Strategy (CEDS). Business members must be in positions with a high degree of policymaking and hiring authority within the business they represent. Their business must provide employment opportunities with high quality work-relevant training and development in local in-demand industry sectors or occupations.

2. Representatives of the workforce shall constitute at least 20% of WDB membership, including representatives of labor organizations, which must constitute at least 15% of WDB membership. Labor Union members must be
selected from candidates nominated by local labor federations, including a representative of an apprenticeship program. If local labor federations fail to nominate enough members to reach 15% of WDB membership, then the requirement shall be 10% of WDB membership, as stated in California Unemployment Insurance Code Section 14202.

Representatives of the workforce, which must total 20% of WDB membership, include labor members who may also include representatives of organizations, including community-based organizations (CBO) with experience and expertise in addressing barriers to employment, including organizations that serve veterans, individuals with disabilities, or eligible youth, including out of school youth.

The term community-based organization is defined as a private nonprofit organization that is representative of a community or a significant segment of a community which has demonstrated expertise and effectiveness in the field of workforce investment.

3. Further required Board membership shall include individuals with optimum policymaking authority, as follows:
   - Adult Education/Literacy Representative-Must be nominated by institution or organization
   - Vocational Rehabilitation Representative
   - Higher Education Representative-Must be nominated by institution or organization
   - Wagner-Peyser Representative
   - Public Economic Development Agency Representative

4. Members may also include additional local area representatives appointed by the BOS, representing:
   - Local K-12 education
   - The Board of Supervisors, with an alternate
   - A State elected official (Assembly or Senate) representing Humboldt County, with an alternate

5. Up to three representatives of community-based organizations or businesses that provide the following:
   - Native American employment development
   - Childcare
   - Employment of people with disabilities
   - Serves youth employment, training or education
   - Trains people with barriers to employment
B. HC-WDB NOMINATIONS

1. Nominees who are intended to serve as representatives of business in the local area must be nominated by one of the following; an open-membership business organization, business trade association, or an agency board of directors.

2. The Nominations Committee shall be an ad-hoc committee appointed by the Executive Committee, including two general members of the full WDB. The Committee shall solicit nominations from the entire WDB membership, beginning in the first quarter of the calendar year.

3. Nominees who are intended to serve as representatives of labor must be nominated by local labor federations.

4. For other mandated and non-mandated categories, nominees must be nominated by a senior executive from the agency or institution of employment or affiliation.

5. Written or electronic applications must be submitted to the HC-WDB Executive Director.

6. WDB nominations can only be approved when there is a quorum at any regularly scheduled meeting.

7. Prior to the vote, the Chair will take nominations from the floor.

8. Voting shall be public according to the open meeting laws of the State of California.

9. The Executive Committee of the HC-WDB will review applications and determine a recommendation to the full HC-WDB. The HC-WDB will then vote on an action of a formal nomination to be submitted for final approval by the BOS.

C. EXECUTIVE COMMITTEE AND OFFICER NOMINATIONS

1. The Executive Committee shall consist of seven (7) members of the HC-WDB and include; Chair, Vice Chair, BOS seat, At-Large Business seat, At-Large Higher Education seat and 2 At-Large General seats

2. Of the 4 At-Large general seats, the Chair shall appoint one member from the full WDB to serve on the Executive Committee.
3. The full WDB shall also elect three (3) At-Large members of the Executive Committee, at least one of whom shall be a private business member seat and one being a representative of a higher education institution that provides workforce education and training.

4. All elected At-Large members shall serve for 2-year terms, commencing on July 1st. Terms should be staggered in order to support continuity on the Executive Committee.

5. The Chair and Vice Chair seats shall be filled by business representatives.

6. Chair and Vice Chair terms will commence on July 1 and end on June 30 of the following calendar year.

7. A HC-WDB member may serve as Chair or Vice Chair for a period no longer than two years.

8. The Chair elect and Vice Chair elect shall automatically have their membership extended, if necessary, to coincide with their term in the Chair positions.

9. The Chair shall preside at all meetings of the full WDB and shall preform all duties incidental to the office of Chair.

10. A lead Executive Committee member will be appointed by the Executive Committee to create a nomination committee and shall include two at-large HC-WDB members.

11. The Nomination Committee will present the slate of candidates for Executive Committee positions, including the Chair and Vice Chair seats, at the final HC-WDB meeting of the fiscal year and be included on the agenda. The HC-WDB shall be notified of candidates 15 days prior to final WDB meeting of the fiscal year.

12. Prior to voting the Chair will take nominations from the floor, a quorum must be present to vote.

13. Officers are determined by a majority vote of eligible voting members of the HC-WDB.
D. TERM AND REAPPOINTMENTS

1. HC-WDB appointments and Executive Committee at-large positions will be for a two-year term generally. Terms will start from the date of appointment by the BOS and expire on June 30th the following year. During a member’s first two-year term, June 30th may arrive prior to the end of the two-year period or go beyond the two-year period, depending on appointment date. HC-WDB staff will put the term expiration date of June 30th as close as possible to match the two-year period. In some cases, members may be terminated or reappointed earlier than the full two years or beyond the full two years. Once a member is reappointed, the term will be on the appropriate two-year term schedule.

2. At the conclusion of a member's term, the member's position shall be treated as a vacancy, with the current member having the option to request consideration for appointment to an additional term. Reappointment requests will be considered along with any other nominations received for that vacancy.

E. VACANCIES

1. General HC-WDB Vacancies
   a) The HC-WDB or its Executive Committee will review membership vacancies as they occur and assess associated needs with appointing a replacement.

   b) HC-WDB staff will report vacancies to the Humboldt County Clerk of the Board on behalf of the BOS. The Clerk of the Board will publicly post the vacancy on the public notice bulletin board located outside the 5th Street entrance of the Humboldt County Courthouse. The vacancy will also be posted on the County of Humboldt, WDB website.

   c) **Vacant seats must be filled within 90 days.**

F. OFFICER VACANCIES

a) In the event of a vacancy in the position of the Chair, the Vice Chair shall assume the duties of the Chair. In the event of a vacancy in the position of Vice Chair, the Business At-large member of the Executive Committee shall assume the role of Vice Chair for the remainder of the term.
b) The Vice-Chair shall preside in the absence or vacancy of the Chair, and perform such duties as delegated by the Chair

c) In the event of a vacancy of both the Chair and Vice Chair, the Business At-Large elected member shall assume the duties of the Chair

d) In the event of a vacancy in a position of an At-Large Executive Committee member, the Chair shall appoint a replacement to serve out the designated term of that position. The Chair has the option of appointing members for different term lengths in order to achieve or maintain staggering of terms

G. TERMINATIONS AND RESIGNATIONS

1. Terminations may be a result of:

   a) A member is not reappointed after completion of term

   b) A member fails to attend three consecutive HC-WDB meetings. The Executive Committee may reverse a termination due to absence by a vote of two thirds

   c) A member is unable to represent the categorical seat as appointed

   d) Removal by action of the BOS

2. Resignation process:

   a) Members must provide written notice of resignation to the HC-WDB Chair and Executive Director

   b) HC-WDB staff will notify the Humboldt County Board of Supervisors Clerk of the Board, and the HC-WDB

H. ADDITIONAL MEMBERSHIP PROVISIONS

1. Membership is by person, not position, including the mandated partners. Each member must be vetted through the WDB application and approval process

2. Each member shall have equal voting privileges, with each seat representing one vote

3. Proxy votes by representatives or members are not allowed
4. No member shall vote on any matter which:

   a) Poses the appearance of a conflict of interest to that member or his/her business or organization

   b) Would financially benefit such member or his/her business or organization

5. A member of the BOS shall have one vote at any HC-WDB meeting using the designated BOS member or appointed BOS alternate. Annually, the BOS will specify the designated BOS HC-WDB member and alternate. The BOS appointed alternate is authorized to vote in the absence of the appointed BOS HC-WDB member.

I. PROCEDURES FOR DEALING WITH CONFLICTS OF INTEREST

1. If a member believes (s)he is in a potential conflict situation, (s)he should so advise the Chair, refrain from any discussion on the matter involving the conflict and register an abstention on any subsequent vote.

2. Should the member participate in the discussion and/or vote on the matter, and it is later determined that a conflict situation existed; any agreements resulting from this involvement may be considered invalid. The HC-WDB Chair, whose decision shall then be presented to the HC-WDB for further action, shall initially make consideration of validity. Such action might include ratification of the agreement under such conditions as would make the agreement valid.

ARTICLE V. STAFF

A. The HC-WDB receives Executive Director and other staff support from the County of Humboldt County Administrative Office, Office of Economic Development.

ARTICLE VI. MEETINGS

A. Regular meetings (at least semi-annually) will be scheduled and announced at the beginning of each fiscal year. Special meetings may be called at the discretion of the Chair, as needed.
B. All meetings of the HC-WDB and its committees shall be called and held pursuant to the provisions of the Ralph M. Brown Act (Gov. Code Section 54950 et seq.).

C. Agendas and minutes of regular and special HC-WDB meetings shall be provided to members and, upon request, the public in a timely fashion.

D. Alternative technology such as telephone or video or digital conferencing, may be used at HC-WDB board and committee meetings as permitted by the Brown Act.

**ARTICLE VII. COUNCILS AND COMMITTEES**

A. The HC-WDB shall have an Executive Committee, the membership of which shall include the HC-WDB Chair and Vice-Chair; the Board of Supervisors member as selected by the BOS; and four (4) at large members, per Article IV.C.1. One at large member is appointed by the HC-WDB Chair. The remaining three at large members are elected by the HC-WDB membership, at least one coming from the private sector and one from the higher-education sector.

B. The Executive Committee shall act on behalf of the full board on all matters of necessity between HC-WDB meetings. That authority shall include:

1. Analyzing information from standing and ad hoc committees and coordinating their work

2. Setting agendas for HC-WDB meetings

3. Authorizing the HC-WDB Chair to sign time-sensitive documents when full HC-WDB approval is not feasible

4. Reversal of automatic termination of HC-WDB member terms for administrative purposes set forth in Article IV of these bylaws

5. Participation on ad hoc committees and workgroups as needed

C. Work of the HC-WDB as identified in the strategic plan shall engage HC-WDB members through workgroups or ad-hoc committees, defined as follows:

1. The HC-WDB or Executive Committee designates a work-group by (1) defining a set of specific outcomes, (2) determining a specific timeframe for deliverables, and (3) designating an Executive Committee member to participate on the work-group.
2. Staff organizes and facilitates workgroups. HC-WDB members may serve as chair should the workgroup elect to have a chair to best accomplish the outcomes.

3. HC-WDB members may Chair a workgroup, as best serves accomplishing the charge of the workgroup.

4. Workgroups do not have formal membership requirements, though at least one Executive Committee member participates on each workgroup. HC-WDB members participate on a volunteer basis.

5. A maximum of three (3) workgroups may operate at any one time.

6. Workgroups shall report their results and recommendations to the Executive Committee and/or the Full HC-WDB via members or staff.

7. Workgroups may meet at the call of the HC-WDB Chair or the committee Chair.

8. Work-group membership shall not constitute a majority of the membership of the HC-WDB.

ARTICLE VIII. ADOPTIONS AND AMENDMENTS

A. These bylaws are hereby adopted upon two-thirds (2/3) vote of the HC-WDB membership present at a meeting at which this item has been noticed and a quorum has been established.

B. These bylaws may be amended, in part or in whole, by two-thirds (2/3) vote of the members present and voting at a regularly scheduled HC-WDB meeting, at which a quorum has been established. Proposed additions and/or deletions to the bylaws must be provided to members at least fifteen (15) days before the meeting at which they are subject to vote.

C. Adoptions or amendments of these bylaws may be proposed by any voting HC-WDB member. Such adoptions or amendments must be presented in writing.

ARTICLE IV. GENERAL PROVISIONS

A. The HC-WDB shall utilize Robert's Rules of Order as a framework to conduct its business.
B. Nothing in these bylaws shall be construed to take precedence over federal, state or local laws or regulations.

C. All HC-WDB policies will be voted upon at a regularly scheduled HC-WDB meetings.

D. For purposes of these bylaws, “fiscal year” shall be defined as July 1 through June 30.

E. A two-thirds majority of the members of the HC-WDB shall constitute a quorum.

F. These bylaws shall be reviewed and approved by the HC-WDB every two years in alignment with the start of the calendar year.

HUMBOLDT COUNTY WORKFORCE DEVELOPMENT BOARD

By: __________________________ Date: __________________________
Dena McCullough, HC-WDB Chair

APPROVED AS TO FORM FOR COUNTY OF HUMBOLDT

By: __________________________ Date: __________________________
County Council

ATTESTED

By: __________________________ Date: __________________________
Ryan Sharp, Clerk of the Board, County of Humboldt