AGENDA
Workforce Development Board (WDB) Executive Committee Meeting
Virtual via Zoom
October 15, 2020, 1:30 – 3:30 p.m.

In accordance with Executive Order N-29-20 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, 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.

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 6833 and entering using meeting ID 989 0546 7187. 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 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.

You may access the live stream of the meeting by using the following link: https://zoom.us/j/98905467187?pwd=V3J4MHp2dkVQYlV5dmI1U2J4eStnZz09

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

<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>
<td></td>
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</tr>
<tr>
<td></td>
<td>2. Introductions</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Adjustments to the Agenda</td>
<td></td>
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<tr>
<td></td>
<td>4. Board or Executive Director Announcements</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>5. Public Comment</td>
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</tbody>
</table>

Auxiliary aids and services are available upon request to individuals with disabilities.
Please call 445-7745 at least 72 hours in advance.
1:45  **Consent Agenda**  
Chair  
Approve Consent Agenda  
Appointment of Minutes from June 18, 2020  
Attachment A  
Appointment of Minutes from July 16, 2020  
Attachment B  

1:50  **Appointment to Executive Committee**  
Chair  
Daniel Dixon  

1:55  **Business Seat**  
Chair  
Recommend Approval  
Shelley Nilsen application  
Private Industry – Management and Innovation Services  
Attachment C  

2:00  **Vacant Seats**  
Chair  
Discussion  
Private Industry - Management and Innovation Services  
Private Industry – Business that Employs People with Disabilities  
Private Industry – Cannabis  
Public – Federally Funded Serving Low-Income Individuals  

2:10  **WIOA Allocations**  
Chair  
Information  
Attachment D  
Staff  

2:30  **Humboldt Labor Market Information**  
Randy Weaver  
Presentation  
Discussion  

3:30  **Meeting Adjournment**  
Chair  

**Next Meetings**  
November 13, 2020 – Full Board  
December 17, 2020 – Executive Committee  

Auxiliary aids and services are available upon request to individuals with disabilities.  
Please call 445-7745 at least 72 hours in advance.
## APPLICATION FOR APPOINTMENT

### PART I — Personal Information

<table>
<thead>
<tr>
<th>Applicant Name (Last, First, and Middle Initial)</th>
<th>Home Telephone</th>
<th>E-Mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nilsen, Shelley</td>
<td>[Redacted]</td>
<td><a href="mailto:Shelley.nilsen@expresspros.com">Shelley.nilsen@expresspros.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 West Wabash Ave</td>
<td>Eureka</td>
<td>CA</td>
<td>95501</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Residence Address (if different from mailing address)</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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<tr>
<td>[Redacted]</td>
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<td>[Redacted]</td>
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<table>
<thead>
<tr>
<th>Name of Business, Agency, or Tribe</th>
<th>Occupation/Title</th>
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<tbody>
<tr>
<td>Express Employment Professionals</td>
<td>Business Owner</td>
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<table>
<thead>
<tr>
<th>Business Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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<tbody>
<tr>
<td>14 West Wabash Ave</td>
<td>Eureka</td>
<td>CA</td>
<td>95501</td>
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</table>

<table>
<thead>
<tr>
<th>Business Phone</th>
<th>Business Fax</th>
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<tbody>
<tr>
<td>707.268.1866</td>
<td>707.268.1862</td>
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Please provide three references (name, address, phone # and e-mail)

1. Dan Heinen – Recently retired WDB BOD Member and Ops Manager, Express Employment Pros
   - [Redacted]
2. Donna Wright – CEO, Eureka Chamber of Commerce
   - [Redacted] donnawright@eurekachamber.com
3. Heidi Benzonelli-Burden – President, Westside Community Improvement Association
   - [Redacted] heidibenzonelli@yahoo.com

Please indicate which industry you represent

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

- [ ] PUBLIC INDUSTRY (please specify which sector you represent)
  - [ ] Wagner-Peyser Act
  - [ ] Board of Supervisors Representative
  - [ ] Assembly/State Representative
  - [ ] Education (specify)
    - [ ] Adult
    - [ ] K-12
  - [ ] Economic Development
  - [ ] Vocational Rehabilitation
  - [ ] Labor Organization
  - [ ] Higher Education
  - [ ] Child Care
  - [ ] Youth Employment, Training, or Education
  - [ ] Federally Fund Programs/Services for Low-Income Residents
PART II — Guidelines

The following guidelines have been developed to assist the Board of Supervisors in the process of recruiting and appointing new Workforce Development Board members.

To become a member of the Workforce Development Board, you must:

1. Represent the sector for which you are applying (be an owner of a business, a chief executive/operating officer of a business or agency, or other business executive or employer with optimum policy-making or hiring authority).

2. 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 and a copy of applicants resume 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, Adult Education, Higher Education 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.

Greater Eureka Chamber of Commerce
(Agency/Organization/Association/Institution Name) hereby formally nominates;

Shelley Nilsen

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.

Sept. 24, 2020

Signature of Applicant          Date

FOR OFFICE USE ONLY:
Date Rec'd:                      Staff:                      Submittal Date:
## Workforce Innovation and Opportunity Act Budget
### FY 2020-21

<table>
<thead>
<tr>
<th>Fund</th>
<th>Agency</th>
<th>Allocations</th>
<th>Carry-Forward</th>
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<td>Adult</td>
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<td>$241,243.20</td>
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<td>Youth – Southern</td>
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<td>$93,456.20</td>
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**Attachment D**

[Logo: Humboldt County Workforce Development Board]