

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 boards 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 policies 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 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

Robyn 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 – Robyn 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://humboldt.gov/1709/Workforce-Investment-Board/>
or by contacting Economic Development at (707)445-7745.*