

HUMBOLDT COUNTY WORKFORCE DEVELOPMENT BOARD



EXECUTIVE COMMITTEE MEETING
Thursday • January 17, 2019 • 1:30 – 3:30 p.m.
Prosperity Center Conference Room
520 E Street, Eureka, CA

MEETING NOTES

MEMBERS PRESENT: Dan Heinen, Susi Huschle, Jeff Nelson

MEMBERS ABSENT: Rex Bohn, Dennis Leonardi, Mike Newman, Dena McCullough

OTHERS PRESENT: Pru Ratliff, Mark Schaffner, Tim Reynaga, Debbie DeCoito, Marie Granberry, Kim Cobbler, Angela Dennis, Scott Adair, Allison Tans, Debbie Damiano

Call to Order

The meeting was called to order by Chair Jeff Nelson at 1:30 p.m. A quorum was not present. Introductions were made around the room.

Adjustments to the Agenda

As a quorum was not present, it was the consensus of the group that the non-action items would be addressed first.

Board or Executive Director Announcements

There were no announcements.

Public Comment

Pru Ratliff handed out [flyers](#) for upcoming culinary, auto body, security guard, and MS Office classes.

Consent Agenda

As a quorum was not present, this item was not addressed.

Member Update

Vivian Deniston's application was approved by the Board of Supervisors on January 8, 2019 and she will fill the union seat vacated by Mariann Hassler.

There is still a vacant Diversified Healthcare seat on the full board. Staff encouraged members to reach out to potential applicants.

Workforce Innovation and Opportunity Act (WIOA) Local Policies

As a quorum was not present, this item was not addressed.

Annual Workforce Development Board Survey

Deborah Claesgens of Sequoia Personnel provided a preview of the draft report and discussed some highlights. The report will be finalized soon and a complete presentation will be given at the January full Workforce Development Board meeting.

WIOA Data – Second Quarter

Staff provided the [second quarter reports](#) for review. CalJOBS is not pulling numbers for the Northern Humboldt area correctly, so page 2 “WIOA Youth Step-Up Program, Quarter 2 – Aggregate” numbers for Northern Humboldt should be corrected as follows:

Registered Youth Participants – 28

New Enrollments – 3

Out-of-School Youth – 28

Exits – 6

Staff is working with the state to resolve the reporting error issue.

Eligible Training Provider List (ETPL)

This item was addressed for discussion only, as no quorum was present. This item was carried over from the December meeting to determine if there could be local acceptance of certificates of completion even though these certificates may not meet the state’s requirements. Regional Advisor, Tim Reynaga, stated it is the state’s position that eligibility should be at the discretion of the local board, but there may be pushback at the Federal level since the Feds are aiming for certifications to be transferrable nation-wide. This item will be put on the March agenda for further discussion/action.

Regional/Local Plan and Grant Updates

Regional/Local Plan

Four “action clinics” were held to discuss the regional/local plan. Next steps include:

- Developing a client referral system for Department of Child Support Services
- Hosting an MC3 training
- Bringing someone on board who can consult employers on hiring ex-offenders.

Grant Updates

- \$1,655,872 has been awarded for the National Health Emergency Dislocated Worker grant for the opioid crisis. Staff reported this funding will provide services for up to 35 participants.
- \$150,000 has been awarded for the Slingshot 2.0 Dental and Oral Health grant. These funds will be used to continue the health care liaison work being facilitated by Humboldt County Office of Education.
- \$157,000 has been awarded directly from the state (non-competitive funds) to continue Regional Organizer and Regional Training Coordinator work.

Training Update

Trainings scheduled to date for January through February include:

- CalJOBS Case Management
- Motivational Interviewing
- Customer Service and Emotional Intelligence
- Youth@Work Conference
- Communication
- ADA Basics
- Serving Customers with Disabilities

There are also several training opportunities available for board members. Staff will send out a poll to members to gauge if there is an interest.

Staff Needs Assessment and Roles

In order to ensure adequate staff is in place to meet the board's needs, Economic Development Director, Scott Adair, is requesting the by-laws be revised to include specifics. The current by-laws simply call for staff support, but there is no clarification of what that entails. After discussion, it was decided this item would be placed on the agenda for the full Workforce Development Board meeting on February 8, 2019 in order to appoint a sub-committee to work on the revisions.

Adjournment

Chair Nelson adjourned the meeting at 2:52p.m.

Next Meeting Date: March 14, 2019 – 1:30-3:30 p.m. – Prosperity Center

*WDB Agendas and Minutes can be found at
<http://humboldt.gov/1709/Workforce-Investment-Board/>
or by contacting Economic Development at (707)445-7745.*