

Workforce Development Board Executive Committee meeting minutes

Date: 1.18.23

Time: 9:00am

Location: Humboldt County Courthouse: 825 5th St Eureka CA 95501 (Conference Room A)

MEMBERS ATTENDANCE:

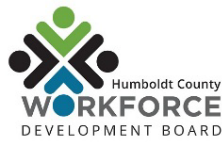
- Daniel Dixon-Chair
- Dennis Leonardi- Vice Chair
- Shelley Nilsen- Absent
- Lee Cunningham
- Jeff Hunerlach
- Cedar Reuben
- Kerry Venegas- Arrived 9:13am
- Michelle Bushnell- BOS -Excused
- Rex Bohn- BOS Alt -Excused

STAFF: Peggy Murphy, Kim Hopmann & Scott Adair. Andrew Rix from Humboldt Workforce Coalition was also in attendance. Jamie Winters from GO-Biz joined later in the meeting to present to the committee.

1. Opening:
 - a. Chair Dixon called the meeting to order at 9:10 am
 - b. Staff Updates:
 - i. Director Adair updated the committee on Offshore Wind activities including the Community Economic Resiliency Consortium (CERC) bi-weekly calls for businesses and industry professionals looking to gain information on Offshore Wind.
 - ii. Kim Hopmann notified the Executive Committee of the pending Form 700's and their due dates as well as fielding questions regarding the requirements and the form.
 - iii. Vice Chair Leonardi requested additional staffing for Offshore Wind and requested looking into Offshore Wind grant opportunities.
 - c. Board Announcements
 - i. None
 - d. Adjustments to the Agenda:
 - i. None
 - e. Public Comment on non-agenda items:
 - i. None

Consent Agenda

1. **Approval of 10.19.22 meeting minutes (Attachment A)**
2. **Approval of 11.28.22 special meeting minutes (Attachment B)**
 - a. Discussion
 - i. The committee reviewed the attachments.
 - b. Public Comment
 - i. None
 - c. Action
 - i. It was moved by Member Reuben and seconded by Member Hunerlach to approve 10.19.22 meeting minutes. Motion carried 6:0
 - ii. It was moved by Vice Chair Leonardi and seconded by Member Hunerlach to approve 11.28.22 special meeting minutes. Motion carried 5:0 with 1 abstention from Member Venegas.



3. **HCWDB Membership and attendance (Attachment C)**

- a. Discussion:
 - i. Peggy Murphy went over the Workforce Development Board attendance guidelines as outlined in the HCWDB bylaws and discussed the current standing of those in violation as well as the current board make up as it pertains to the Workforce Innovations and Opportunities Act (WIOA) requirements.
 - ii. It was suggested to have committee members reach out to those board members who have exceeded their attendance threshold to determine whether the members would like to continue involvement with the board along with notifying the members that they would be required to attend the next full board meeting on 2.17 to maintain their seat.
 - iii. Member Hunerlach volunteered to contact Member Hetticher and Vice Chair Leonardi volunteered to reach out to Megan Bonham. The committee directed staff to contact Michelle Vassel.
 - iv. County staff will reach out prior to next meeting to follow up on those discussions and determine next steps for those members.
- b. Public Comment
 - i. None
- c. Action
 - i. It was moved by Member Reuben and seconded by Member Cunningham to contact the members regarding their attendance and report back to staff within two weeks. Motion carried 6:0.

4. **HCWDB Applications- Timmothy Hooven, Marlee Chavez, James Forbes and Kristy Siino (Attachment D)**

- a. Discussion:
 - i. Peggy Murphy led the discussion regarding the applicants and outlined where they would fit into the board composition. She presented the committee with a preview of the board composition if these members were to be added to the HCWDB.
 - ii. It was determined that Kristy Siino-RCEA would not fit into the current board composition and would be passed over.
 - iii. It was discussed that there were additional vacancies that need to be filled to meet requirements set forth by WIOA and recruitment for these vacancies would continue as directed by the committee in the previous meeting.
- b. Public Comment
 - i. None
- c. Action
 - i. It was moved by Member Reuben and seconded by Member Hunerlach to accept applicants Timmothy Hooven, James Forbes and Marlee Chavez, pass on Kristy Siino and present applicants to the full board to vote. Motion carried 6:0

5. **HCWDB Executive Committee Nomination Committee**

- a. Discussion:
 - i. Peggy murphy outlined the goals and requirements of a nomination committee formation.
 - ii. Several members were nominated to chair the nomination committee including Member Nilsen and Member Reuben. Member Nilsen was not in attendance and Member Reuben declined.
- b. Public Comment

- i. None
- c. Action
 - i. It was moved by Member Reuben and seconded by Member Hunerlach to nominate Member Venegas to chair the Nomination committee. Motion carried 6:0

6. HCWDB Membership Application Updates (Attachment E)

- a. Discussion
 - i. Staff shared the application updates with the committee. Updates included the addition of a questionnaire that outlines some general qualifications and expectations of HCWDB members and also included clarification of public and private seats, nomination requirements to align with the bylaws and removal of addresses for references.
 - ii. It was recommended to include some basic information regarding the Form 700 and add a link to the Form 700 guide, while noting that the form is to be submitted within 30 days of appointment and annually thereafter.
 - iii. Additionally, it was requested to add the business name for the nominations in Part III of the application.
- b. Public Comment:
 - i. None
- c. Action
 - i. It was moved by Vice Chair Leonardi and seconded by Member Venegas to accept the updated application with edits and direct staff to draft a cover letter to bring back to the committee for approval. Motion carried 6:0

7. HCWDB Rules of Order Ad Hoc

- a. Discussion
 - i. Staff offered a brief description of what “Rules of Order” would entail and it was suggested to post-pone this item until the next HCWDB-EC meeting due to time constraints.
 - ii. Peggy Murphy shared that the HCBOS have a “Code of Conduct” that goes over expectations of Supervisors, it was recommended by the Clerk of the Board to initiate a similar system for the HCWDB
- b. Public Comment
 - i. None
- c. Action
 - i. It was moved by Member Reuben and seconded by Vice Chair Leonardi to postpone this item until the next meeting. Motion carried 6:0.

8. HCWDB Quarterly Meeting Agenda items

- a. Discussion:
 - i. Peggy Murphy went through the items listed to be discussed at the HCWDB quarterly meeting.
- b. Public Comment:
 - i. None
- c. Action:
 - i. It was moved by Member Reuben and seconded by Member Hunerlach to approve the proposed items for the HCWDB quarterly meeting agenda on 2.17.2023. Motion carried 6:0



9. Community Economic Resilience Fund (CERF) Presentation by Jamie Winters, Redwood Coast Economic Recovery Coordinator for the Governor’s Office of Business and Economic Development (GO-Biz)

a. Discussion:

- i. The committee raised questions as Jamie presented information about upcoming grant opportunities, deadlines and how CERF functions.

10. Future Agenda Items

a. Discussion

- i. A request was made to outline living/prevaling wage as set by the State of California
- ii. Staffing for Offshore Wind- Member Hunerlach working on job analysis
- iii. Assess the possibility of transitioning the Offshore Wind ad hoc to become a standing committee and sharing the CERC link with the full board.

Adjourn – Time: 11:05AM