



MEETING MINUTES

Workforce Development Board Meeting (WDB)
Humboldt County Office of Education
Annex, 901 Myrtle Ave, Eureka
Friday, February 8, 2019 – 8:30 a.m.– 10:30 p.m.

MEMBERS PRESENT: Rex Bohn, Lee Cunningham, Vivian Deniston, Dan Heinen, Jeff Hunerlach, Susi Huschle, Dennis Leonardi, Kari Love, Libby Maynard, Dena McCullough, Jeff Nelson, Mike Newman, Cedar Reuben, Treston Shull, Larry Siler, Alison Talbott, Margaret Talcott, Kerry Venegas, Dave Wells, John Woolley

MEMBERS ABSENT: Shaun Brenneman, Maggie Gainer, Michael Hetticher, Dean Kerstetter, Pru Ratliff, Robyn Stalcup

OTHERS PRESENT: Randy Weaver, Kenny Spain, Scott Adair, Deborah Claesgens, Tomas Chavez, Allison Tans, Debbie Damiano

OPENING

1. Call to Order

Chair Jeff Nelson called the meeting to order at 8:32 a.m. A quorum was present.

2. Introductions

Introductions were made around the room.

3. Board and Executive Director Announcements

Staff reported the following:

- A site visit was made to [Careerwise](#) in Colorado, as well as to two agencies employing student apprentices. Staff would like to bring representatives from Careerwise to Humboldt to present their program to employers.

Susi Huschle announced there will be a Decade of Difference forum on February 14, from 1-4:00 p.m. at the Sequoia Conference Center. The program will sunset in 2020 and the forum is being held to review outcomes and discuss sustainability.

4. Adjustments to the Agenda

No adjustments were made to the agenda.

5. Public Comment

There was no public comment.

CONSENT AGENDA

It was moved by Alison Talbott and seconded by Treston Shull to approve the draft minutes for November 2, 2018 as written. Chair called for public comment – none received. Motion carried unanimously.

It was moved by John Woolley and seconded by Alison Talbott to accept the Executive Director's report. Chair called for public comment – none received. Motion carried unanimously.

NOMINATION FOR ELECTION OF WDB CHAIR AND VICE CHAIR

An ad-hoc committee needs to be assembled to elect the Chair and Vice Chair for the July 1st to June 30th time period. Alison Talbott and Cedar Reuben volunteered to serve on the committee. Their recommendations will be presented by staff at the next Executive Committee meeting on March 14, 2019.

WIOA TRANSFER OF FUNDS REQUEST

Smart Business Resource Center is requesting \$50,000 be transferred from Dislocated Worker to Adult. This request is to support additional activities related to serving Adult clients, as there is a greater need for funding for those clients.

It was moved by Mike Newman and seconded by Treston Shull to approve the transfer of funds. Chair called for public comment – none received. Motion carried unanimously.

WIOA QUARTERLY PROGRAM DATA

Staff provided the quarterly reports for review. Eel River has been struggling to meet their enrollment requirements due to a change in contractors and staff turnover. It is expected enrollments will increase now that the program is fully staffed. Kari Love reported they are still in discussion with the McLean Foundation about whether or not they will have space at the new community center.

WDB ROLE AND RESPONSIBILITIES TRAINING WITH BOB LANTER

Staff explained this training is available to board members and would be focused on creating strategic goals which are in alignment with the CEDS and local/regional plans. This training could occur during a regularly scheduled full board meeting. The training has been recommended by our Regional Advisor, Tim Reynaga. The cost is \$2,000. It was suggested the meeting time be extended to run from 8:30-11:30 a.m. in order to allow the board to conduct other business. It was also suggested it be scheduled after new officers are installed. Staff will work on scheduling the training for the November meeting.

WDB ROLE AND RESPONSIBILITIES TRAINING WITH BOB LANTER

At the January Executive Committee meeting, Scott Adair, Economic Development Director, requested the by-laws be modified to better define staff roles and ensure they align with the board's needs. Chair Nelson, Dan Heinen, Mike Newman, Susi Huschle, and Pru Ratliff volunteered to sit on an ad-hoc committee to draft the changes. The committee will draft the changes and send out to the full board for electronic review and voting the week of February 22. Staff will assist with setting up a mechanism to vote electronically.

ANNUAL WORKFORCE DEVELOPMENT BOARD SURVEY

Deborah Claesgens of Sequoia Personnel provided members with copies of the [report](#) and discussed some [highlights](#).

ADJOURNMENT

Chair Nelson adjourned the meeting at 9:50 a.m.

Next Meeting: May 10, 2019