



## Workforce Development Board Meeting minutes

February 18, 2022 08:30AM-10:30AM

### COMMITTEE MEMBERS IN ATTENDANCE:

- Shelly Nilsen-Chair
- Lee Cunningham- Vice Chair
- Michelle Bushnell – Supervisor
- Cedar Rueben
- Dennis Leonardi
- Mark Plubell
- Treston Shull
- Larry Siler
- Susan Seaman
- Kerry Venegas
- Patrick O'Brien
- Madeline Flynn
- Jeff Hunerlach
- Robyn Stalcup
- Michael Hetticher
- Tanya Trump
- Rex Bohn
- Carl Hansen
- Karen Clower

**STAFF:** Director Scott Adair, Peggy Murphy, Andy Rix, Kim Hopmann, Connie Stewart CalPoly Humboldt, Kate Shea CalPoly Humboldt

**OTHERS IN ATTENDANCE:** Randy Weaver, Marianne Bithell, Breanna Walker, South Humboldt Chamber of Commerce, Pamela Fishtrom, Mychal Evenson, Cara Owings, Janet DaPace, Leila Roberts

#### 1. Opening:

- a. Meeting called to order at 8:33AM by Chair Nilsen. A quorum was present.
- b. Roll Call: Director Adair conducted roll call to determine which board members were in attendance.
  - i. Absent board members; Daniel Dixon, Rosemary Den Ouden, Michelle Vassel and Megan Bonham.
- c. Staff Updates:
  - i. Director Adair lead the discussion by introducing the newest members of the Economic Development division staff, Kim Hopmann Administrative Analyst and Peggy Murphy as a coordinator. He then went on to discuss the single audit and the vote of no confidence for the Auditor Controllers office to complete the '19-20 audit in time. He continues with informing the board that there has been no contact since the last board meeting from the Auditor Controller regarding the status of the audit. He has directed the division to have documents prepared for when they are requested by the Auditor Controller. Director Adair has also been splitting his time with the CAO office taking steps to be as prepared as possible. He would like it to be known that if the audit is not completed in time again, that it will likely threaten programmatic funding.



- ii. Connie Stewart, Regional Organizer CalPoly Humboldt goes over the changes to their program and their perspective statuses. Board Member Ratliff requested clarification on an acronym used (RPI). Connie clarified she was referring to Slingshot 4.0, RPI is its new name. Board Member Hunerlach raised a question regarding whether the grant application had been submitted at this point. Connie responded that it has not yet been submitted, however it will be soon. Board Member Bohn made a comment regarding his utmost confidence in Connies ability to get these programs up and running.
  - iii. Andy Rix took over the updates and discussed the Humboldt Workforce Coalition program expenditures. He went into depth discussing the Youth program expense spending currently at 63.5% and the combined Adult programs are at 70.47%
  - iv. Andy switched gears and began discussing the two separate state monitoring that the Economic Development Division has undergone in the last few months. In December, the findings were regarding the single audit completion, there are not enough business owners on the board and there is a lack of policy surrounding on the job training. Additionally in January, the findings from the audit of NWDG were similarly surrounding the lack of policy and procedures as well as the lack of verification from participants. Andy also mentioned that they are currently finishing up two more audits internally with Humboldt County Office of Employment and CalPoly Humboldt along with planning desk reviews for the Youth programs. Andy shared additional documents drilling into details of the programmatic spending breakdown as well as a participation breakdown for WIOA programs.
  - v. Peggy Murphy introduces herself to the Board and brought up minor housekeeping notes regarding the calendar invitations that are currently on the Boards calendars. She notes that these were created and cannot be updated. Peggy requests that all current invitations be deleted by each person on the Board and new ones will be sent out in their place by mid-next week.  
-Board member Cedar Reuben asked if they were to expect new invitations in place of the old ones. Peggy reassured him that they would receive new ones.
- d. Board Announcements
- i. Board member Pru Ratliff updated the board with classes that are coming up. Truck driving February 23, 28 and March 3. Pharmacy tech March 19. Medical billing and coding March 5 and 10. The California Adult Education program requires that there is a three year plan which is being developed with a survey to assess needs and services for the program.



- ii. Board member Jeff Hunerlatch announced the Humboldt Del Norte bill in construction trades partnered at CR it appears. It is expected to be held between June 14 and July 15 for the yearly pre-apprenticeship programs. There will be more details in the near future.
- iii. New Board member Tanya Trump introduced herself and her position. She discussed the career fair on May 17 at St. Bernard Academy. They've invited over 150 students and 35 presenters of varying specialties to really engage the kids and encourage them to branch out.
- e. Adjustments to Agenda
  - i. Connie Stewart suggested to let Randy Weaver present before she does as his presentation has information that will pertain to her presentation. It was agreed that the two would switch presentation time.
- f. Public Comment
  - i. Marianne raised a question regarding the possibility to show participants with jobs training. Andy responded with the location of the number of participants with job training is 28.
  - ii. Cara Owings- She would like to recommend that staff updates be an agenda item or offered in writing prior to the board meeting to save time and to prepare questions. Additionally, she wanted to know if Prison2Employment program was still running. Director Adair informed Cara that the DHHS partner staff opted to deobligate the funds for that program. Connie chimed in stating that CalPoly is still working with probation to keep that pipeline open.
  - iii. Mychal Evenson- Opposing candidate for Auditor Controller made a comment about how the current auditor controller is mishandling the current single audit, the challenges facing the current staff and wanted to share his contact information with the public for more information on his platform.

## **Consent Agenda**

### **2. Approval of Minutes from November 19, 2021 (Attachment A)**

- a. Approval of minutes from November 19, 2021 board meeting was requested by Chair Nilsen. Carl Hansen reached out prior to this board meeting to state that he was present at the last meeting and it was not reflected in the minutes. It was noted that the minutes will be amended to reflect his presence. Nothing further needed changes.
- b. Public Comment
  - i. No Public Comment
- c. Action



- i. It was moved by Jeff Hunerlach and seconded by Cedar Rueben to approve the minutes from November 19, 2021 with the changes suggested. Motion carried 19:0

**3. Presentation on Targets of Opportunity Study/ Labor Market Info (Attachment B) Presentation by Randy Weaver**

- a. Randy presented a slideshow that covered the industry updates, industry clusters and context on the “value chain”, data notes from the U.S. Bureau of Labor Statistics program quarterly census of employment and wages. He went on to explain this information reflects the number of jobs, not the number of residents in the market area. He discussed key indicators, study regions with positive growth.
  - i. Board member Reuben raised a question regarding separating codes for the cannabis industry and a clarification of a data point for locksmiths. Randy clarified that the coding is out of their hands and that data point was a bad example to use and clarified with another example.
  - ii. Board member Leonardi raised a question regarding the next set of data and when it will become available for comparison to this one. Randy stated it will be up to the county to release that data.
  - iii. Vice Chair Cunningham requested clarification on jobs versus people and what counts in the county which Randy will discuss with her at a later date.
  - iv. Kerry Venegas raised a question about the health care data and annual wage data as well as employment concentration and if the growth was integral. Randy shared that this data comes from a state level and it is not always going to be reflective of the most local areas. Additionally yes, the current growth is integral but the potential growth is unknown at this point.
  - v. Connie commented she will be in touch with Randy regarding 4.0

**4. Broadband- Presentation by Connie Stewart CalPoly Humboldt.**

- a. Connie briefly touched on broadband updates. She mentioned the large monetary amount given in addition to the private partners they’re working with. She stated that every grant that had been applied for had been received. She stated that there will be a powerpoint emailed out to the board with more in depth information.

**5. Agenda Postponment**

- a. Chair Nilsen requested to either extend the meeting or push the remaining agenda items to the next meeting.
- b. It was moved by Jeff Hunerlach and seconded by Mark Plubell to table the discussion for the next meeting. Motion carried 19:0



**Adjourn – 10:35am**

**Things to note:**

- First/Last names to be used when referencing someone specific on the board or in the meeting.
- Language adjustments toward particular references
- When no motion is needed, remove it from the template
- When there is a motion, mention the number in the vote and whether or not it carried
- Verify start/finish times for meeting
- Always list an entity name in full when referenced for the first time with its abbreviation in parenthesis so that you can reference an entity shorthand anytime thereafter
- Remove excess logos from header after saving as a copy
- When in doubt, ask for help