

# HUMBOLDT COUNTY WORKFORCE DEVELOPMENT BOARD



EXECUTIVE COMMITTEE MEETING  
Thursday • March 14, 2019 • 1:30 – 3:30 p.m.  
Prosperity Center Conference Room  
520 E Street, Eureka, CA

## MEETING MINUTES

**MEMBERS PRESENT:** Rex Bohn, Susi Huschle, Dennis Leonardi, Jeff Nelson, Mike Newman

**MEMBERS ABSENT:** Dan Heinen, Dena McCullough

**OTHERS PRESENT:** Kim Cobbler, Deborah Claesgens, Pru Ratliff, Tim Reynaga, Debbie DeCoito, Angela Dennis, Scott Adair, Allison Tans, Debbie Damiano

### **Call to Order**

The meeting was called to order by Chair Jeff Nelson at 1:38 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**

Susi Huschle reported Humboldt County Office of Education will be applying for two Strong Workforce program grants in hopes of continuing the Trades and HESI programs. They should receive notice by April 30, 2019 whether they will be awarded funds.

Staff reported the following:

- A Career and Employment Resource Fair will be held at the Arcata Community Center on April 8 from 1:-4:00 p.m.
- Economic Development Department's Fiscal and Procurement monitoring by the state is scheduled for May 6-10, 2019.
- Information regarding the Slingshot projects was shared with representatives at the Day at the Capitol event. There was some interest in folks making a site visit here to learn more about those projects.

***A quorum was reached at 1:40 p.m.***

### **Public Comment**

Tim Reynaga reported the Exhibits for the Slingshot Dental and Oral Health Project have been received. The grant begins in April 2019.

Pru Ratliff reported the following:

- Their next truck driving class is full and they have someone who is interested in their truck driving instructor position.
- Other upcoming trainings include:
  - Pharmacy Technician
  - ServSafe Manager Certificate
  - Office Specialist Training
  - Security Guard Training and CPR
  - Medical Assisting Certification Review (this will be the last course offered at no cost)

### **Consent Agenda**

It was moved by Susi Huschle and seconded by Mike Newman to accept the draft minutes from December 20, 2018 as written. During discussion it was noted there is a duplicate paragraph at the top of page 2. Susi Huschle amended her motion to accept the minutes with correction, seconded by Mike Newman. Chair called for public comment – none received. Motion carried unanimously.

It was moved by Susi Huschle and seconded by Mike Newman to accept the meeting notes from January 17, 2019 as written. Chair called for public comment – none received. Motion carried unanimously.

### **Workforce Innovation and Opportunity Act Local Policies and Procedures**

Staff provided the following draft policies and procedures for review/approval:

#### **Oversight and Monitoring of WIOA Title I Programs**

Staff reported the draft was reviewed by our CA State Economic Development Department monitor and met with his approval. It was moved by Dennis Leonardi and seconded by Susi Huschle to approve the policy/procedure as presented. Chair called for public comment. Angela Dennis inquired who the ED is referenced in the policy. Staff stated it is the Executive Director of the site being monitored. Motion carried unanimously.

#### **Rapid Response Assistance and Services**

Staff reported the draft was reviewed and met with the approval of the North Coast Small Business Development Corporation (the contracted service provider). Jeff Nelson noted a correction needs to be made on page 4 under definitions – “Employer Contact (Rapid Response 122 Report)” should read “Employer Contact (***Layoff Aversion*** 122 Report).” It was moved by Rex Bohn and seconded by Dennis Leonardi to approve the policy/procedure after the correction is made on page 4. Chair called for public comment – none received. Motion carried unanimously.

### **Eligible Training Provider List (ETPL) Update**

Staff recommends a policy be drafted surrounding the ETPL in order to standardize the process and also recommends investigating shifting the approval process from the local area to the state.

Pru Ratliff commented they will now be issuing certificates of occupational preparation instead of certificates of participation as it is believed this language will be more favorable when determining whether or not their trainings will be added to the ETPL.

### **WIOA Youth Program – Northern Humboldt Union High School District (NHUHSD)**

NHUHSD has informed staff they will be ending their contract effective June 30, 2019. The funding is no longer sufficient to support the program. Staff will be issuing a request for proposals to select a new provider. The McKinleyville Family Resource Center has expressed an interest.

### **Staff Needs Assessment and Roles**

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. At the February 8, 2019 full Workforce Development Board meeting, Chair Nelson, Dan Heinen, Mike Newman, Susi Huschle, and Pru Ratliff volunteered to serve as an ad-hoc committee to draft the changes. The ad-hoc committee sent their recommended changes out to the full board for review and voting the week of February 22<sup>nd</sup>. Only 9 responses were received, which doesn't represent a majority vote. Chair Nelson reported he will follow up with Dan Heinen to determine what steps need to be taken next. The item will be put on the May 10, 2019 full Workforce Development Board meeting agenda.

There was discussion about how to move more quickly on hiring for the vacant Economic Development Coordinator position. The duties of this position are currently being performed by Allison Tans on an interim basis. During discussion, Rex Bohn contacted Human Services in an effort to expedite hiring for the current vacancy. He arranged for Scott Adair to meet with the Human Services Director on March 15, 2019.

It was moved by Dennis Leonardi and seconded by Mike Newman to put on record the Executive Committee is supportive of bringing on contractors to provide short-term relief. Chair called for public comment. Angela Dennis reported that service providers are also feeling the impact. Motion passed unanimously.

Scott Adair requested the ad-hoc committee include specific full-time equivalency levels in their recommendation so a budget can be developed when the item goes before the Board of Supervisors.

### **Regional/Local Plan Modification**

Staff reported the plan is not complete and is due to the state March 15, 2019. Tim Reynaga advised staff to submit what has been written to date and include a letter that explains the submission is a draft and the final will follow as soon as possible. Chair Nelson agreed to sign the draft plan with the expectation the final will be sent in a timely manner. No action on this item will be taken until the final plan is complete and the public comment period is over.

### **Training Update**

Upcoming trainings include Job Search Preparation and Motivational Interviewing. Staff asked members if anyone has interest in attending California Workforce Development board meetings stating other counties often have board members in attendance. Susi Huschle expressed an interested in attending.

### **Adjournment**

Chair Nelson adjourned the meeting at 2:50p.m.

**Next Meeting Date:** April 25, 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.*