



## Humboldt County Workforce Development Board (HCWDB) Executive Committee Minutes

Date: 3/15/2023

Time: 9:00 AM

Location: Humboldt County Courthouse (Conference Room A) 825 5<sup>th</sup> Street Eureka, CA 95501

### Members in Attendance:

- Daniel Dixon
- Dennis Leonardi
- Shelly Nielson
- Lee Cunningham
- Cedar Reuben
- Jeff Hunerlach
- Kerry Venegas
- Rex Bohn

**Staff in Attendance:** Scott Adair, Logan Ashworth, Kimberly Hopmann, Kate Shea and Kerry Meyer with Humboldt Workforce Coalition

### 1. Opening

- a. Chair Dixon called meeting to order at 9:00 am.
- b. Board Announcements and Declarations
- c. Director, Staff, & HWC Updates
  - i. The HCWDB has been awarded \$851,500 for offshore wind activities
  - ii. All necessary Form 700's has been received
  - iii. The HCWDB has been awarded the Regional Plan Implementation 5.0 grant for regional organizing activities
  - iv. The AB626 – Breaking Barriers grant will be brought before the Board of Supervisors April 4.
- d. Adjustments to the agenda
  - i. None
- e. Public comment on non-agenda items
  - i. None

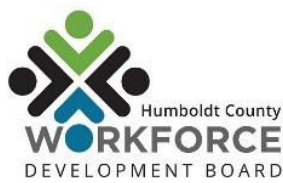
### 2. Consent Agenda

- a. Jan. 18, 2023 HCWDB Executive Committee meeting minutes (Attachment A)
- b. Letter from CalTrans (Attachment B)
  - i. Discussion
    - (1) Committee member Reuben moved to accept the consent agenda which was seconded by Committee member Hunerlach.
  - ii. Public comment
    - (1) None
  - iii. Action
    - (1) The motion passed unanimously

### **Discussion and Action Items**

#### 1. HCWDB Applications Review (Attachment C)

- a. Discussion
  - Committee member Leonardi moved to accept applications for McEntagart and Mistler to be brought before the whole board while Staff will seek further clarification regarding Pierce's eligibility. This motion was seconded by Committee member Nielson.
- b. Public Comment
  - None



- c. Action
  - The motion passed unanimously
2. HCWDB Attendance Review (Attachment D)
  - a. Discussion
    - Committee member Reuben moved staff to follow bylaw procedure regarding Board member's attendance records. This motion was seconded by Committee member Leonardi.
  - b. Public Comment
    - None
  - c. Action
    - Motion passed unanimously.
3. Regional Plan Implementation 4.0 grant Key Performance Indicators (Attachment E)
  - a. Discussion
    - Committee member Hunerlach moved to accept the Humboldt Workforce Coalition's suggested Key Performance Indicators of youth, tribal representation and justice-involved persons with the addition of looking into Humboldt's unsheltered population for future Regional Plan Implementation. This motion was seconded by Committee member Nielson.
  - b. Public Comment
    - None
  - c. Action
    - Motion passed unanimously.
4. HCWDB Code of Conduct (Attachment F)
  - a. Discussion
    - Committee member Reuben moved to have staff return with a Code of Conduct tailored to the HCWDB with review by County Counsel. This motion was seconded by Committee member Hunerlach.
    - During this time Board member Bohn stepped out to seek County Counsel and returned before the item ended.
  - b. Public Comment
    - None
  - c. Action
    - Motion passed unanimously.
5. HWC Memorandum of Understanding
  - a. Discussion
    - Committee member Reuben moved to have staff return with a draft Memorandum of Understanding that includes specific tasks, detailed definitions, role/responsibilities and a vision statement. The motion was seconded by Committee member Nielson.
  - b. Public Comment
    - None
  - c. Action
    - Motion passed unanimously
6. Future Agenda Items
  - a. Presentations from Caltrans, PG&E and AEDC.



- b. Report out on Humboldt's top ten employers by industry
- c. Marketing and public relations opportunities

**Adjourn**