

## Attachment A

### HUMBOLDT COUNTY WORKFORCE DEVELOPMENT BOARD (WDB)

#### EXECUTIVE COMMITTEE MEETING

March 16th, 2021 9:00AM

Via Zoom Web Conferencing

#### MEETING MINUTES



#### Opening

##### **Call to Order:**

Chair, Shelley Nilsen, called the meeting to order at 11:07 AM. A quorum was present.

##### **Committee Members in Attendance** (all attending meeting within Humboldt County):

- Shelley Nilsen (Chair)
- Supervisor Michelle Bushnell
- Daniel Dixon
- Cedar Reuben
- Lee Cunningham (V. Chair)
- Dennis Leonardi
- Pru Ratliff
- Jeff Hunerlach – Absent (excused)

**Staff Present:** Elisha Hayes, Cathie Childs, Connie Stewart, Kate Shea, Scott Adair, Andy Rix, Peggy Murphy, Kim Hopmann

##### **Adjustments to the Agenda:**

N/A

##### **Staff Updates:**

- Scott shares those additional options for consequences are still in review. There will be additional options, if found as feasible for the board, will be presented for the full board at the next meeting.
- CAO Hayes has spoken to the external auditor regarding the single audit and its completion is not expected in March, but their hope is to have it complete in April. They will be presenting a draft of the audit next week. The current hold up with the audit is with cash reconciliation. Hayes will speak with MGO to figure out if they can close the gap. There were new findings with the audit, stating that there were multiple fund transfers recategorized by the AC incorrectly. She shared that there is 7 million in long term debt that was included in this finding.
  - CAO Hayes fielded clarifying questions regarding the findings and the status of the single audit.

##### **Consent Agenda:**

**Discuss consequences of County Auditor-Controller's failure to file FY 2019-2020 Single Audit Report with State Controller's Office and consider adoption of a resolution of no confidence in the auditor / controller to be forwarded to the full Workforce Development Board for possible action with transmittal to the Humboldt County Board of Supervisors(Attachment 1, 2 and 3)**

- Cathie Childs noted a typo in the footer and suggested a wording change to reflect the “recommend” to the Board rather than “consider” referring to the Fair Political Practices Commission.
- Scott addressed the cash hold in place and the implications to county programs. This is the first open ended cash hold the county has seen. This goes beyond grant applications that cannot be written or submitted. Programs will have to run on formula funds. He shares that there are additional workforce grants available to diversify the grant portfolio.
  - Scott addressed questions from members of the board regarding the cash hold, the need for this repetitive resolution and explained the difference between the previous meeting discussion having been more of a public reprimand whereas this would be formalized and this will open the door for other actions.
- Connie shared an update and has been keeping Humboldt State University Sponsored Programs Foundation involved in conversation. The contract is with the county and is not a “when paid” constraint so cashflow isn’t a concern until a stop work notice is given. They are obligated to provide services. EDD shared that the Cash hold is just that, not a stop work. Every confidence once audit is completed, we will be able to get reimbursed. They understand a delay in payment.
- It was noted that the verbiage that states the vote of no confidence in the AC “and staff” should be limited to the AC as morale in the office is already low enough but this fault falls solely on the AC.
- A request by Board Member Leonardi to include the summary from the executive committee from November to now, to show the conversation track regarding the Single Audit.

It was moved by Board Member Reuben and seconded by Board Member Dixon to adopt the resolution attached with clarifying changes proposed by County Council and the members of the board. Motion carried 6:0 with 1 abstention by Supervisor Bushnell.

Staff was directed by Chair Nilsen to schedule a full board meeting to present a resolution for the full board to vote prior to the BOS meeting in May.

### **Adjourn**

Chair Nilsen adjourned the meeting at 11:59am.

**Emergency Full Board Meeting Date:** April 1, 2022 at 11:00am.

*WDB Agendas and Minutes can be found at:  
<http://humboldtqov.org/1709/Workforce-Investment-Board/>  
 or by contacting Economic Development at (707)445-7745.*