

HUMBOLDT COUNTY WORKFORCE DEVELOPMENT BOARD



EXECUTIVE COMMITTEE MEETING
Friday • March 19, 2021 • 12:00 – 2:00 P.M.
Via Zoom Web Conferencing

MEETING MINUTES

OPENING

Call to Order:

Chair, Dena McCullough, called the meeting to order at 12:13 PM. A quorum was noted to be present.

Committee Members Attendance:

- Dena McCullough (Chair) – present
- Michelle Bushnell – present
- Daniel Dixon – absent
- Cedar Reuben – present
- Mike Newman (Vice Chair) – present
- Rex Bohn (BOS alternate) – absent
- Dennis Leonardi – present
- Pru Ratliff – present

Staff Present: Cara Owings, Allison Tans, Cris Plocher, Scott Adair, Elishia Hayes

Others Present: Veronica Champayne, Anthony Crouch, Marie Granberry, Cindy Harrington, Jeff Hunerlach, Mark Plubell, Treston Shull, Robyn Stalcup, Wendy Zanolli,

Adjustments to the Agenda

Adjust agenda order as follows: consent agenda, correspondence review, local plan and regional plan, local area redesignation, monitoring reports for both years, and then member seat by-law modification.

Board and Executive Director Announcements

- No Board announcements.
- Cara Owings mentioned the WDB is recruiting for new board members and will be posting the vacancies. More private industry representation is needed.

Public Comment

- None

Consent Agenda

- Approval of Minutes from previous meeting on January 21, 2021. Refer to Attachment A.
 - Pru Ratliff noted a correction under Board/Executive announcements in the meeting minutes, where it should say “16 students” instead of “32 applicants”.
 - Wendy Zanotelli noted a correction in her comment on p. 3 of the minutes, second arrow, where it said “.....workforce performance may be negatively impacted if these undocumented workers pursue SSN and are not very employable”, instead should say “WIOA programming is intended to have performances that create opportunity for employment after exiting their program, and unless one has right-to-work documents individuals cannot obtain employment”.
 - **Action:** Pru Ratliff moved to approved minutes and seconded by Cedar Reuben. All in favor. Motion passed unanimously.

WDB-BOS Correspondence Review (Attachment G)

- Letter dated 2/23/21 to WDB, from Supervisor Michelle Bushnell and Amy Nilsen, regarding designation and title as it reflects WDB staffing. Scott Adair provided some background information and updates related to this topic. Soon after COVID, some of the Economic Development staff were activated as disaster service workers for about the first 60 – 90 days after the pandemic, involving supporting/guiding efforts at the Emergency Operations Center (EOC) pertaining to business support, and also data analysis (e.g. financial losses) and support. Also, staffing absences/vacancies, also contributed to staffing shortages. It resulted in Allison Tans doing a significant portion of the WDB staffing work and utilizing the Executive Director title for Workforce Development to have fiscal/signatory authority. However, it turns out that the county does not have Executive Director of a program as an existing title in its policy, so in the interim, this title will be discontinued until it can be worked out. As a result, Scott Adair will have fiscal/ financial management authority and Cara Owings will have Coordinator responsibilities as she had before. Allison Tans and Cris Plocher will provide support activities for WDB. Also, the WDB could benefit from having a staffing agreement with the county, which is a common agreement among existing jurisdictions and committees. Therefore, county is looking at options for creating such staffing agreement.
- Cedar Reuben asked about framework for staffing agreement. Scott Adair mentioned County Counsel has reviewed example and prefers the framework from Los Angeles. The state regional advisor, Veronica Champayne, approves of this type of agreement framework, of which details still need to be worked out, such as number of staff. Staff can bring to the Board next time the Los Angeles framework. Staff will be working on a recommendation to the Board of Supervisors to direct staff to follow-up on this issue and will seek WDB input and options on the recommendation.
- WDB discussion about need for more communication and direction from county leadership to avoid ongoing confusion. There is frustration among board members about WDB staffing level not being fully staffed and unclear roles/responsibilities, titles, and appropriate compensation levels. Scott Adair mentioned they are working on a staffing report that will be placed on WDB future agenda for feedback, which will then be presented to the Board of Supervisors.

- WDB asked Wendy Zanolelli to review the letter from SMART Business Resource Center to the County Administrative Office regarding notification that they intend to terminate all contracts with the county as of June 30, 2021, assuming timely weekly payments will be made by the county. The decision to terminate services is due to ongoing issues with the county regarding untimely contracting and administrative burden passed on to SMART due to late payments. Issues have continued and not rectified over the last two years, including more recently lack of clarity on what level of invoicing detail is needed. This will impact multiple WIOA grant services. Workforce performance reports need to be more of a focus for the WDB and make sure strong foundation established for WIOA grants prior to expanding out to other grants. SMART will continue to work with Humboldt County through their partnerships with North Central Counties Consortium for the SB1 Multi Craft Core Curriculum program.
- Scott Adair has mentioned they have been working on the fiscal issue with the County Auditor since October 2020, when SMART sent their first letter notifying of their fiscal concerns. At this time, county staff is working hard to make payments current to SMART. County leadership recognizes frustrations with insufficient staffing levels and some of those issues regarding personnel need to be discussed in a closed session.
- Scott Adair mentioned that county has inquired with the Regional Advisor, Veronica Champayne, about possibility of delaying the Local and Regional Plans. She will check on this. Anthony Crouch said the California Workforce Development Board (CWDB) will need to provide guidance on this. Allison Tans mentioned the Local and Regional Plans need to be submitted to the CWDB Chair and Board of Supervisors signature. The CWDB understands the challenge with timelines due to BOS meetings and has previously allowed for the plans to be submitted to CWDB with the Chair signature and without the BOS signature. Once the BOS meeting happens and both signatures have been obtained, the plan can be resubmitted to the CWDB.
- Dena suggested postponing the Local and Regional Plans for two weeks. Cara Owings said the draft Local and Regional Plans are posted on the county website, but no public notification in newspaper or draft press release in order to make sure there are no edits done once it goes to public review. Allison Tans will post these for public comment period.
- Discussion occurred on whether to have special meeting of the WDB next week in order to review the staff report concerning options discussed (WDB restructuring transition, staffing agreement, and also signature authority for Local and Regional Plans) which will be going to the Board of Supervisors. A special meeting will happen.
- Scott Adair suggested possibility of creating AdHoc Committee to review staff report options. AdHoc Committee has more flexibility and does not follow strict Brown Act procedures. Discussion followed by WDB whether to do this.
- Dena McCullough made the recommendation to have a special board meeting either Thursday or Friday to look at the staff report options (WDB restructuring transition, staffing agreement, and also signature authority for Local and Regional Plans) and also add Local and Regional Plans on the agenda. If there is time the remaining agenda items (local area redesignation, monitoring reports-both years, and member seat-by-law modification) could be added to the next meeting's agenda or if needed moved to the following meeting.

- Regarding by-laws Cara Owings suggested the WDB to consider having a 9-member Executive Committee instead of 8-member Committee in case there are voting ties. Also, Committee members can put any by-law suggested changes on the agenda.

Adjourn

Chair, Dena McCullough, adjourned the meeting at 1:50 PM.

Next Executive Committee Meeting Date: March 26th, 2021, 12:00 – 2:00.

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

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