

Attachment A

HUMBOLDT COUNTY WORKFORCE DEVELOPMENT BOARD (WDB)

EXECUTIVE COMMITTEE MEETING

April 20th, 2022 9:00AM

Via Zoom Web Conferencing

MEETING MINUTES



Opening

Call to Order:

Chair, Shelley Nilsen, called the meeting to order at 9:03 AM. A quorum was present.

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

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

Staff Present: Scott Adair, Andy Rix, Peggy Murphy, Kimberly Hopmann, Connie Stewart,

Adjustments to the Agenda:

N/A

Staff Updates

- Andy shared the newest update on the progress for the MOU draft. Meeting today. NDWG Review update had a couple of findings that have been drafted for review by next meeting for approval by June. Follow up cases had not been done and now have been completed.

Board Updates: No Updates

Public Comment: n/a

Consent Agenda (Attachment A, B and C)

- Approval of minutes from 3.16.2022, 4.1.2022 and revise minutes from 11.19.2021 Full Board meeting
- It was noted that there are two minor typos in the March 16 meeting minutes where on page 2 mentions "rant applications" where it is meant to say, "grant applications that". This needs to be corrected.
- With those corrections, it was moved by Jeff Hunnerlach and seconded by Dennis Leonardi to approve the minutes. Motion carried 7:0

Update of cash hold and implications moving forward for WIOA funding. Review of letter to Board of Supervisors (BOS) regarding WDB resolution of no confidence in the Auditor Controller

- Scott shared update on the cash hold. Communication to BOS has been made and there has been an agenda item prepared to discuss their resolution of no confidence. This agenda item has been delayed to a future BOS meeting.
- A clarifying question was raised by member Reuben regarding the incomplete 19-20 single audit and its expectation of completion by end of 21-22 fiscal year.

Recommendation of new chair and vice chair for the board

- Chair and vice chair seats are expiring and Chair Nilsen feels like she needs to step back. She would like to continue to participate on the board, just not as Chair. The floor was opened for discussion. Member Reuben recommended Member Dixon for chair and Member Leonardi for vice chair.
- Dixon accepted nomination
- Leonardi supported nominations
- The EC discussed the formation of a nomination committee and decided to opt for the entire committee to become the nomination committee and decided to take the nomination to the full board. It was moved by Cedar Reuben and seconded by Lee Cunningham to nominate Daniel Dixon as WDB Chair and Dennis Leonardi as WDB Vice Chair and to take the nominations to the full board for vote. Motion carried 7:0

Discuss process for implementation of hybrid meetings. Review of teleworking policy changes

- Scott shared the changes regarding the teleworking policies adopted by the BOS. There are impending changes to the Brown Act to allow for easier blending for hybrid meeting models.
- Question raised regarding what the BOS is currently doing as well as where to facilitate the meetings
- It was recommended to come to the full board meeting with a selection of options for hybrid meetings.
- An additional recommendation to be considered would be to implement hybrid meetings for a handful of the future meetings then propose a date in the future for fully implementing the in-person meetings again.

Future Meeting Topics/Requests

- [Kerry Venegas to present on Childcare models for employees/employers](#)
- [Humboldt State University special programs foundation contract ending in June and there is a need to review the contract and make decisions moving forward](#)
- [Update on St Joseph Hospital Emergency Room status from Rex Bohn](#)

Adjourn

Chair Nilsen adjourned the meeting at 9:54am

Next Executive Committee Meeting Date: June 16th at 9:00am.

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