

HUMBOLDT COUNTY WORKFORCE DEVELOPMENT BOARD



EXECUTIVE COMMITTEE MEETING
Thursday • March 19th, 2020 • 1:30 – 3:30 p.m.
Via Zoom Web Conferencing

MEETING MINUTES

MEMBERS PRESENT: Dena McCullough, Mike Newman, Dan Heinen, Susi Huschle, Pru Ratliff

MEMBERS ABSENT: Dennis Leonardi, Virginia Bass

OTHERS PRESENT: Cara Owings, Madison Flynn, Catherine Carter, Rev Seaman, Peggy Murphy, Leila Roberts, Janet DePace

Call to Order:

Chair, Dena McCullough, called the meeting to order at 1:37 pm. A quorum was present.

Adjustments to the Agenda

None

Board and Executive Director Announcements

Cara Owings announced that during the Covid-19 crisis she would be working in the Humboldt County Office of Emergency Services and would also continue her duties as Workforce Development Executive Director.

Consent Agenda

Approve meeting minutes from January 16th, 2020.

It was moved by Dena McCullough and seconded by Mike Newman to approve the January 16th, 2020 minutes. Chair called for public comment – none received. Motion carried unanimously.

Policy Review

-Record Retention – New Policy

It was moved by Dena McCullough and seconded by Pru Ratliff to approve the Record Retention Policy. Chair called for public comment – none received. Motion carried unanimously.

-Support Services – Updated Policy

Cara Owings explained the modifications to the policy, a caveat was removed from support services under the Adult program.

It was moved by Dena McCullough and seconded by Susi Huschle to approve the Support Services Policy. Chair called for public comment – none received. Motion carried unanimously.

Native American Employment Development Board Vacancy

-Review Madison Flynn's Application

It was moved by Susi Huschle and seconded by Pru Ratliff to move Madison Flynn's application to the Workforce Development Full Board for approval. Chair called for public comment – none received. Motion carried unanimously.

Fund Transfer between Adult and Dislocated Worker Funds

The board discuss the current economic climate and the damage to Humboldt County's workforce, as a result of Covid-19. It was decided that it was not a good time to be transfer money from Dislocated Worker funds.

Cara Owings explained that the transfer was originally suggested because Smart Business Resource Center was concerned they would not meet their Dislocated Worker numbers and wanted to move more funds to adult, but after the Covid-19 crisis, the necessary resources shifted.

It was moved by Mike Newman and seconded by Pru Ratliff to not transfer funds between Adult and Dislocated Worker resources. Chair called for public comment – none received. Motion carried unanimously.

By-Law-Update

- Old & New By-Laws

Cara Owings explained that a lot of the content between the old and new by-laws is the same, but the formatting was update. The new by-laws also included additions required at the state level.

The board had questions about the staff portion of the by-laws. They suggested creating a separate staff document.

It was moved by Dena McCullough and seconded by Pru Ratliff to approve the by-laws as is. Chair called for public comment – none received. Motion carried unanimously.

Nomination Committee Lead Member Appointment

Pru Ratliff was nominated to be the Committee Lead Member.

Adjourn

Chair, Dena McCullough, adjourned the meeting at 2:15 p.m.

Next Meeting Date: April 23rd, 2020 1:30 pm – 3:30 pm

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