



MEETING MINUTES

Workforce Development Board Meeting (WDB)
Humboldt County Office of Education
Sequoia Conference Center, 901 Myrtle Ave, Eureka
May 10, 2019, 8:30 a.m.– 10:30 p.m.

MEMBERS PRESENT: Rex Bohn, Shaun Brenneman, Lee Cunningham, Vivian Deniston, Dan Heinen, Michael Hetticher, Juff Hunerlach, Susi Huschle, Kari Love, Libby Maynard, Dena McCullough, Jeff Nelson, Mike Newman, Pru Ratliff, Treston Shull, Larry Siler, Robyn Stalcup, Margaret Talcott, Kerry Venegas, John Woolley

MEMBERS ABSENT: Maggie Gainer, Dean Kerstetter, Dennis Leonardi, Cedar Reuben, Alison Talbott, Dave Wells

OTHERS PRESENT: Angela Dennis, Deb Claesgens, Kris Marquez, Randy Weaver, Janet DePace, Mariann Hassler, Cara Owings, Allison Tans

OPENING

1. **Call to Order**

Chair Jeff Nelson called the meeting to order at 8:33 a.m. A quorum was present.

2. **Introductions**

Introductions were made around the room.

3. **Board and Executive Director Announcements**

Staff reported the following:

- An application has been received for the vacant Financial Services seat. The application will be reviewed at the next Executive Committee meeting.
- The state fiscal/procurement monitoring is underway. Currently, there are no financial findings; however, many policies need to be created or updated for compliance.
- WIOA funding is down 8.9% for program year 2019-2020 due to the unemployment rate being low.

Members reported the following:

- Pru Ratliff provided information on upcoming classes. They are still seeking a Truck Driving instructor.
- Susi Huschle announced receiving a grant award from the Chancellor's Office. The award amount is \$170,000 and will be used to support the Trades Academy and the Health Career Exploration project.

4. Adjustments to the Agenda

No adjustments were made to the agenda.

5. Public Comment

No public comment was made.

CONSENT AGENDA

It was moved by Susi Huschle and seconded by Pru Ratliff to approve the minutes from February 8, 2019 as written. Chair called for public comment – none received. Motion carried unanimously.

It was moved by Mike Newman and seconded by Shaun Brenneman to accept the Executive Director's report. Chair called for public comment – none received. Motion carried unanimously.

REAPPOINTMENTS TO WDB FOR 2019-2020

Dan Heinen, Michael Hetticher, Jeff Hunerlach, Dean Kerstetter, Kari Love, Libby Maynard, and Dena McCullough, and Pru Ratliff are all up for reappointment and all wish to remain on the board. Dave Wells seat is also up for reappointment but has informed staff he will be resigning.

It was moved by John Woolley and seconded by Shaun Brenneman to recommend the Board of Supervisors reappointment all interested members for an additional two-year term. Chair called for public comment – none received. Motion carried unanimously.

WDB OFFICER NOMINATIONS FOR 2019-2020

Cedar Reuben and Alison Talbott served on the nomination ad-hoc committee and provided the following slate for consideration:

Chair – Dena McCullough

Vice Chair – Mike Newman

It was moved by Dan Heinen and seconded by Kari Love approve the slate as presented. Chair called for public comment – none received. Motion carried unanimously.

FY 2019-2020 MEETING SCHEDULE

It was moved by Dena McCullough and seconded by Pru Ratliff to adopt the 2019-2020 meeting schedule as presented. Chair called for public comment – none received. Motion carried unanimously.

WIOA QUARTERLY PROGRAM REPORTS

Members reviewed the reports. Staff noted the following:

- RCAA has been struggling with the takeover of the youth program. They currently have no physical office location in Fortuna and limited work experience sites. Staff welcomes any recommendations for a site location or work experience placement sites.
- Funds will be declining next year for the youth program. \$291,982 will be allocated.
- Staff recently completed local monitoring.

Members commented as follows:

- Kari Love stated the budget decline will impact RCAA's youth programs and other partners. She encourages the board to research other potential funding sources that could supplement services and keep these programs going.
- Angela Dennis announced the Smart Business Resource Center is currently in the process of outreaching to dislocated workers or lay-offs and encouraged the board and public to refer potential clients to their services.
- Dan Heinen requested the quarterly reports be modified to better show quarter to quarter changes and add a year-to-date column to summarize data.

WIOA REQUEST FOR PROPOSALS – YOUTH CONTRACT, NORTHERN HUMBOLDT

One RFP was received from the McKinleyville Family Resource Center (MFRC). Northern Humboldt Union High School District, the current youth provider, have a collaborative relationship with MFRC and would help with the transition if MFRC is awarded the contract.

It was moved by Rex Bohn and seconded by Libby Maynard to award the Northern Humboldt youth contract to MFRC. Chair called for public comment – none received. Motion carried.

LOCAL AND REGIONAL PLANS UPDATE

Staff explained the plans need to be updated to include the inclusion of additional mandated partners. At their May 9, 2019 meeting, the WDB Executive Committee approved the plans as drafted.

LOCAL BOARD AJCC CERTIFICATION PROCESS

Staff explained the AJCC certification must be updated every two years. The certification outlines processes to ensure continuous quality improvement of the AJCC. At their May 9, 2019 meeting, The WDB Executive Committee approved the certification as drafted. recommended the full WDB approve the certification as drafted. It was moved by Susi Huschle and seconded by Lee Cunningham to approve the draft as submitted. Chair called for public comment – none received. Motion carried unanimously.

LOCAL AREA SUBSEQUENT DESIGNATION AND BOARD CERTIFICATION

Staff explained the Local Area Subsequent Designation and Board Certification must be updated every two years. At their May 9, 2019 meeting, the WDB Executive Committee recommended the full WDB approve the certification as drafted.

The following corrections were noted by members:

- Jeff Nelson should be listed as a consultant at SHN Engineers, not as CEO
- Rex Bohn is not listed as a member
- There is a typo for Kerry Venegas' job title

It was moved by Susi Huschle and seconded by Lee Cunningham to approve the draft with the corrections noted above. Chair called for public comment – none received. Motion carried unanimously.

ADJOURNMENT

Chair Nelson adjourned the meeting at 9:24 a.m.

Next Meeting: August 9, 2019