



## MEETING MINUTES

Workforce Development Board Meeting (WDB)

Via Zoom Web Conferencing

May 14, 2021

8:30 – 10:30 a.m.

**MEMBERS PRESENT:** Dena McCullough (Chair), Mike Newman (Vice Chair), Supervisor Michelle Bushnell, Supervisor Rex Bohn, Jennifer Budwig, Rosemary Den Ouden, Daniel Dixon, Madison Flynn, Jeff Hunerlach, Dennis Leonardi, Libby Maynard, Shelley Nilsen, Patrick Owen, Mark Plubell, Pru Ratliff, Cedar Reuben, Larry Siler, Karling Skoglund, Robyn Stalcup, Susan Seaman, and Kerry Venegas.

**MEMBERS ABSENT:** Lee Cunningham (excused absence), Carl Hansen, Michael Hetticher, [Treston Shull](#)

**STAFF PRESENT:** Scott Adair, Dan Pambianco, and Cris Plocher

### Opening

1. Call to Order

Chair Dena McCullough called the meeting to order at 8:31 a.m. A quorum was present.

2. Introductions

Roll call was conducted to determine which board members were in attendance.

3. Staffing Updates and Announcements

Scott Adair mentioned that Dan Pambianco will be transitioning to work with workforce development as extra help. Further efforts are being made to remedy the staffing shortage in workforce development and also exploring contracting options with consultants to provide assistance.

4. Board Announcements

Committee Member Ratliff mentioned College of the Redwoods has physically opened its doors to students and listed some upcoming classes. Notably, she hopes CR will soon have a truck driving class in July and the medical assisting program will transition from community education to adult education, which results in reducing class cost from \$3,000 to about \$500.

Board Member Hunerlach announced that the pre-apprenticeship construction trades training curriculum will start June 14 – July 16 hosted at CR, with 11 students enrolled so far.

Board Member Venegas announced that the state emergency childcare (essential worker) has been reactivated in the state which means Changing Tides will begin taking phone calls and through website to apply (with some higher-level income restrictions).

Board Member Stalcup mentioned the Workforce Services at the Job Market will start reopening in phases starting mid next week for certain one-on-one services.

5. Adjustments to the Agenda

No adjustments were made to the agenda.

6. Public Comment

Calla Peltier-Olson, youth organizer of the Humboldt County Transition-Age Youth Collaboration, made a public comment of opposing any regionalized model for workforce development because it would not provide the local control, flexibility and sufficient grant funded resources needed to meet the unique needs of transition age youth.

**Consent Agenda (Attachment 1)**

- The Board reviewed the February 26, 2021 meeting minutes. Board Member Flynn noted a correction to minutes that she was in attendance at the meeting. Wendy Zanotelli noted she attended the meeting also. Board Member Flynn moved to approve the minutes with the correction. Board Member Reuben seconded the motion. Motion approved unanimously.

**Approval of New Members to the WDB and WDB Executive Committee (Attachments 2A-2C)**

Committee Member Reuben moved to approve the WDB and WDB Executive Committee new members, renewing members and resignations as presented in Attachment 2A. Motion was seconded by Daniel Dixon. Motion carried unanimously. The WDB approved membership list will next go to the Board of Supervisors for approval.

Public Comment was made by Cara Owings, reminding the Board that the WDB Bylaws specifies business representatives shall constitute a majority (at least 51%) of WDB membership and that current composition is below that threshold. Chair McCullough acknowledged that is something the WDB needs to continue to pursue in the future.

**MOU Workforce Initiative with County Library (Attachment 3)**

Scott Adair provided information on the MOU with the County Library. The request for an MOU was brought forth by the County Library Director, Chris Cooper. This was discussed at the previous WDB meeting and staff was directed to draft an MOU. The purpose is for both entities to enter into a collaborative Workforce Partnership Initiative using pilot grant funds awarded to the Library. Outreach to rural areas will be provided via the Library's Book Mobile and allow pop-up workforce development services to accompany the Book Mobile to provide rural areas with employment related resources, training and support.

Board Member Maynard moved to ratify the MOU and seconded by Board Member Budwig. Motion passed unanimously.

### **Updates from Ad Hoc Committees**

- Bylaw Ad Hoc Committee: Committee Member Reuben, who led the committee, discussed the various edits made to the WDB Bylaws. A key change involved adding two more members to the WDB Executive Committee (At-Large Labor seat and At-Large General Seat) for a total of 9 members.
- Exploration Member Seat Committee: Committee Member Reuben served on this committee, which discussed various options regarding the future of the WDB. Scott Adair mentioned the Board of Supervisors directed staff on April 6<sup>th</sup> to explore options for the future of the WDB. California Center for Rural Policy (CCRP) was contracted to conduct an analysis along with interviews with stakeholders for feedback on the options and opportunities for improvement. CCRP will complete the analysis report next week and staff will present the report to Board of Supervisors on May 25 and also share with WDB members.
- Staffing Agreement Ad Hoc Committee: Chair McCullough reviewed events that led to the need to pursue a staffing agreement due to ongoing WDB staffing shortages. The intent is to address staffing levels, staff classification and salary schedules. A draft staffing agreement has recently been prepared and is in the process of being reviewed by County Administrative Office then County Counsel. It will be brought back to the WDB for review.

### **Workforce Development Board Bylaws Draft (Attachment 4)**

Board Member Hunerlach moved to approve the WDB Bylaws, with the modification to be made (if determined by staff to be within WIOA regulations) that allows in Article IV-Membership, section 2 (WDB Nomination), for a business representative to be nominated by any WDB member, instead of a WDB business member. Motion seconded by Board Member Seaman.

No public comment.

### **Vendor Reports**

Wendy Zanutelli, Director of Smart Business Services, provided an overview of Smart workforce related services for youth and adults, performance activities, program enrollment, and labor force related information.

Chair McCullough asked Scott Adair to provide an update on the Smart contract. Scott Adair said he and Elishia Hayes are meeting weekly with Smart to discuss potential future contracting and transition planning. In the meantime, staff is looking to work with consultants in preparing a request for proposal to seek potential vendors to provide youth and adult workforce services that currently Smart is providing up until June 30, 2021.

### **Update of Workforce Development Board Staffing**

Dan Pambianco will be assisting with RFP work for all WIOA services (e.g. formula funds for youth and adults) and also work on existing contract and grant extensions. Fiscal duties are being handled by Cris Plocher, Administrative Analyst and Scott Adair is contributing more of his time

to assist with workforce development related responsibilities. Also, Economic Development will be recruiting starting next fiscal year for the position of Workforce Development Specialist. Cris Plocher will send out recurring meeting invites for WDB and Executive Committee in the near future.

**Adjourn**

Chair Dena McCullough adjourned the meeting at 10:05 AM

The next meeting will be Friday, August 13, 2021 from 8:30 – 10:30

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