



**Humboldt County
Workforce Development Board (HCWDB)
Meeting Minutes**

Date: 5.19.2023

Time: 08:30am

Location: 1313 3rd St Eureka CA 95501- Humboldt County Library and virtually via Zoom

MEMBERS ATTENDANCE:

- Dan Dixon: Chair- Excused
- Dennis Leonardi: Vice-Chair
- Shelley Nilsen
- Lee Cunningham- Excused
- Jeff Hunerlach- Excused
- Cedar Ruben-Excused
- Kerry Venegas- 10:45am
- Michelle Bushnell: Board Supervisor
- Rex Bohn: Alt Board Supervisor-Excused
- Rosemary Den Ouden- Excused
- Megan Bonham
- Mark Plubell
- Madison Flynn
- Tanya Trump
- Leslie Castellano
- Treston Shull
- Robyn Stalcup- Absent
- Timmothy Hooven
- James Forbes
- Marlee Mansfield-Chavez- Absent

STAFF: Scott Adair, Logan Ashworth physically present, Peggy Murphy and Kim Hopmann attended via Zoom

OTHERS IN ATTENDANCE: Connie Stewart & Kate Shea from Humboldt Workforce Coalition (HWC) as well as members of the public in person and attending via Zoom.

1. Opening:
 - a. Meeting called to order at 8:42am. A quorum was present.
 - b. Adjustments to the Agenda
 - i. It was requested to move the Board of Supervisors update to later in the meeting
 - c. Board Announcements
 - i. No announcements from the Board members.
 - d. Director and staff updates
 - i. Director Adair shared updates on staff attendance at the International Partnering Forum in Baltimore as well as the Pacific Offshore Wind Summit in Sacramento since the last Board meeting. He also shared the staff is working with the offshore wind developers and encouraging them to work with the local and regional workforce plans and the workforce boards as well as working with COREHub. Additionally, Director Adair, Peggy Murphy and HWC staff toured office spaces in Southern Humboldt for a workforce based satellite location.
 - ii. County Staff is attending WorkCon, hosted by California Workforce Association, Regional Plan Implementation 4.0 closed out in March and Requests for Proposals have been started.
 - e. Humboldt Workforce Coalition updates
 - i. Connie Stewart offered a few updates regarding a team from HWC who is also attending WorkCon, they highlighted the Women in Construction grant, curriculum, and the pre-apprenticeship program they are focused on. The conversations with the Employment Development Department (EDD) to improve



building access for the Job Market as well as adding additional partners to the building space. They announced their successful first job fair in Southern Humboldt and their upcoming job fair in June that is being held in Fortuna.

- f. Public Comment on non-agenda items:
 - i. Andy Rix from HWC commented on the Job Market's change in hours, they will be open during the lunch hour starting the second week of June as well as noting that Humboldt County Office of Education has joined HWC.

Approval of February 17th, 2023 minutes

- a. A discussion was held in review of the drafted minutes from February 17th, 2023.
- b. Public Comment: n/a
- c. Action:
 - ii. It was moved by Member Shull and seconded by Member Flynn to approve the minutes. Motion passes 10:0 with one abstention from Member Hooven.

2. HCWDB Membership Applications

- a. The Board discussed the applicants, Kenneth Carswell, Gary Huddle, Brian Mistler, John McEntagart, and Swan Asbury. Staff fielded questions about representation of members. Staff discussed the composition of the board and remaining vacancies.
- b. Public comment:
 - i. n/a
- c. Action
 - i. It was moved by Member Shull and seconded by Member Nilsen to approve applications and take them for ratification by the Board of Supervisors. Motion carried 11:0

3. HCWDB Reappointments

- a. The Board reviewed the requests for reappointment for the HCWDB. Questions were raised about past attendance issues with Board members. Staff confirmed there are no current attendance issues for members of the Board.
- b. Public comment:
 - i. n/a
- c. Action:
 - i. It was moved by Member Shull and seconded by Member Flynn. Motion carried 10:0 with one abstention from Supervisor Bushnell

4. HCWDB Executive Committee Nominations

- a. The Board reviewed the nominations for the HCWDB Executive Committee as staff explained the term extensions for each member as well as the Chair and Vice Chair.
- b. Public comment:
 - i. Connie Stewart requested an update to the Bylaw update to include proxy voters. Staff gave clarification from EDD that does not allow for proxies.
- c. Action:
 - i. It was moved by Member Flynn and seconded by Member Plubell to approve the nominations. Motion carried 11:0

5. HCWDB 2023-2024 Meeting Schedule

- a. The Board reviewed the suggested schedule and location for the 2023-2024 fiscal year. Meetings were moved to Fridays and all dates were available at the HCOE Annex except for one date, 8/18/2023, which staff is currently planning for the HCWDB Retreat. Staff will be sending out calendar invitations to the members of the Board.



- b. Public Comment:
 - i. n/a
 - c. Action:
 - i. It was moved by Supervisor Bushnell and seconded by Member Nilsen to approve the proposed location selection and schedule. Motion carries 11:0
6. **HCWDB Local Eligible Training Provider List (ETPL) Policy**
- a. Staff gave the Board a detailed outline of the ETPL policy and based it off the directives along with all the required items listed.
 - b. Public Comment:
 - i. Ronnie Swartz from the Department of Social work states that they are “all for making it easier” to get on the list.
 - c. Action:
 - i. It was moved by Member Castellano and seconded by Member Shull to accept the drafted ETPL Policy.
7. **WIOA Quarterly Report**
- a. Logan Ashworth led a brief presentation for the quarterly report that shows the standings for the Workforce Innovation and Opportunity Act funding that the board is responsible for maintaining. Logan and Peggy fielded questions around credentials, performance measurements and requirements from Board members.
8. **Grant Updates**
- a. The Board was presented with a slate of updates on the grants that are under the Boards prevue and are competitive funds. Staff informed the members of the Board of other potential opportunities that are in the works.
9. **Offshore Wind ad hoc Update**
- a. Members of the Offshore Wind ad hoc committee shared an update on their current activities. Member Nilsen started by sharing a report about their travels and experience at the International Partnering Forum (IPF). Member Flynn shared an update as well from the Pacific Offshore Wind Summit (POWS) along with Member Shull adding more information about the labor unions perspective on offshore wind. All three members attended and spoke on panels at the Partnering for Ocean Wind and Energy Renewables in California (POWER CA) local conference the week before.
10. **Community Economic Resiliency Fund (CERF) letter of support**
- a. Staff shared background information on CCRP/CERF and their goals by obtaining this letter of support from the Board.
 - b. Public Comment:
 - i. n/a
 - c. Action:
 - i. It was moved by Member Flynn and seconded by Member Shull to approve the request from CCRP for the letter of support. Motion carried 11:0
11. **Board of Supervisors Update (moved from opening)**
- a. Supervisor Bushnell gave a brief update on the activities that are going on with the Board of Supervisors. She explained a high-level overview of ongoing involvement as it pertains to County wide workforce efforts and offshore wind developments.



12. COREHub Presentation

- a. Amy Jester was joined virtually by another member of the Humboldt Area Foundation (HAF) and shared a presentation going over what COREHub is and how their mission and goals align with the HCWDB local and regional plan.
- b. Member Venegas arrived at 10:45am after receiving communication that the meeting was cancelled by mistake. Staff let her know they would be reaching out to clarify the confusion.

13. Future Agenda Items

- Legislative update on offshore wind
- Behavioral Health
- Workforce Study
- COREHub regular updates

Adjourn – Time: 11:20am