



Full Workforce Development Board (WDB) Meeting Minutes

Date: 6.10.22 _____

Time: 08:30am _____

Location: Zoom

MEMBERS ATTENDANCE:

- Shelley Nilsen Chair
- Lee Cunningham Vice-Chair- Absent
- Dan Dixon - Absent
- Dennis Leonardi
- Jeff Hunerlach
- Pru Ratliff
- Cedar Ruben
- Carl Hansen- Absent
- Rosemary Den Ouden
- Larry Siler
- Michelle Bushnell- Supervisor
- Mark Plubell
- Michael Hetticher- Absent
- Jennifer Budwig- Absent
- Kerry Venegas
- Madison Flynn
- Megan Bonham
- Patrick Owen
- Tanya Trump
- Treston Shull
- Robyn Stalcup- Absent

STAFF: Scott Adair, Peggy Murphy, Connie Stewart, Kate Shea, Andy Rix

OTHERS IN ATTENDANCE:

1. Opening:
 - a. Meeting called to order at 8:05am
 - b. Staff Updates
 - i. Scott briefly updated the board on the current standing of the single audit and fielded questions in more specificity. Connie Stewart (Humboldt workforce Coalition) shared an update on HWC and funding opportunities in the area. Andy briefly updated funding allocations for Fiscal Year 22-23.
 - c. Board Announcements
 - i. Member Ratliff shared an update on staffing changes coming to College of the Redwoods as well as the County Correctional Facility. She mentioned the medical assisting informational meeting in June as well.
 - ii. Member Siler shared more information about the demand sided employment flyer sent out to the board.
 - iii. Member Hunerlach shared an update on the pre-apprenticeship program out of College of the Redwoods.
 - d. Adjustments to the Agenda
 - i. n/a
 - e. Public Comment on non-agenda items:
 - i. n/a

Consent Agenda

2. Consent Agenda

- a. Approval of minutes from February 18 2022 and April 1 2022
- b. Action:
 - i. It was moved by Member Hunerlach seconded by Member Ruben to approve the minutes. Motion carried 15:0



- 3. Review Nomination Ad Hoc Committee Executive Committee nominations and open the floor to nominations from the full Workforce Development Board**
 - a. The nomination committee presented the slate of nominations for the executive committee seats as well as opened the floor for nominations for the full board.
 - b. Public comment:
 - i. n/a
 - c. Action
 - i. It was moved by Mark Plubell and seconded by Rosemary DenOuden to approve the nominations slated for the Executive committee WDB. Motion carried 15:0.

- 4. Approval of requests for reappointment and resignation**
 - i. Director Adair shared those slated for reappointment and resignation from the board
Public Comment: n/a
 - ii. It was moved by Jeff Hunerlach and seconded by Madison Flynn to approve the reappointments and resignations of the board including Mark Plubell. Motion carried unanimously.
 - iii. Member Leonardi recommends to direct staff to write letters of appreciation to those resigning.

- 5. Approval of new member, Leslie Castellano, to the Workforce Development Board**

Public Comment: n/a

It was moved by Member Hunerlach and seconded by Member Ruben to approve Leslie Castellano's board application. Motioned carried 15:0

- 6. Review and approve 2022-23 meeting schedule which includes hybrid meeting option, location TBD**

Peggy shared information with the board about the details around the length of the meetings and the details around their location. There was mention of having a retreat in the future as well.

Public Comment: n/a

It was moved by Member Hunerlach and seconded by Tanya Trump to adopt this schedule and have hybrid meetings. Motion carried 15:0

- 7. Review and approve 2022-25 America's Job Centers of California Memorandum of Understanding**

Staff presented the final AJCC MOU to the board to be fully wrapped up on time by June 30th 2022.

Public Comment: Melissa Furbee introduced herself as an AJCC Partner for DHHS.

It was moved by Member Ruben and seconded by Member Shull to approve the new AJCC MOU and present it before the BOS. Motion carried 14:1 with abstention from Larry Siler

- 8. Review and approve Humboldt State University Sponsored Programs Foundation (CalPoly) contract amendments for Humboldt Workforce Coalition (HWC)**



programming, pending any additional edits by County Counsel, and receive update on the RFP process for FY 22-23

Peggy murphy shared brief overview of the contracts and the extensions/amendments.

Public Comment:

It was moved by member Ruben and seconded by Member Owen to approve the amendments to the HSUSPF contracts for HWC. Motion carried 15:0

9. Approval of WIOA policies

- On-the job training
- Participant Wages
- Career Services
- Incumbent Worker
- Need Related Payments
- Transitional Jobs
- Incident Reporting
- Personally Identifiable Information

Director Adair shared a brief overview of the policies updated along side the AJCC MOU.

Public Comment:

It was moved by Member Plubell and seconded by Member Siler to approve the updated policies and enact them immediately. Motion carried 15:0

10. Formation of a policy ad hoc to work with staff on updates and revisions

Staff shared the need for updates and requested assistance in future updates on policies as they arise. Volunteers were requested and staff fielded questions regarding the time commitment and the number of policies.

Member Ruben, Member Leonardi, Member Trump, Member Venegas and Chair Nilsen volunteered to assist in the ad hoc committee.

Public Comment

It was moved by member Ruben and seconded by Member Owen to form the ad hoc committee to update policies. Motion Carried 15:0

11. Quarterly program update

Staff shared an update on WIOA programs as it pertains to the WDB.

12. Presentation on the childcare by the Kerry Venegas, Executive Director of Changing Tides

-Board extended the meeting by fifteen minutes to complete the presentation for childcare

13. Future Meeting Topics

- Brown Act training
- Offshore Wind presentations
- Humboldt Workforce Coalition Organizational Chart



Solicitation for board seats

Adjourn – Time: 10:43am