

HUMBOLDT COUNTY WORKFORCE DEVELOPMENT BOARD



EXECUTIVE COMMITTEE MEETING
Thursday • April 23rd, 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, Dennis Leonardi, Virginia Bass

MEMBERS ABSENT: N/A

OTHERS PRESENT: Cara Owings, Catherine Carter, Jennifer Budwig, Wendy Zanolli, Marie Granberry

Call to Order:

Chair, Dena McCullough, called the meeting to order at 1:33 pm. A quorum was present.

Adjustments to the Agenda

None

Board and Executive Director Announcements

Cara Owings described Economic Development's current duties in Humboldt County's Office of Emergency Services. She also shared the data from the most recent business survey. The survey consists of self-reported data from businesses in Humboldt County describing the effects of COVID- 19 on jobs and revenue.

Cara Owings also stated she sent out an RFP for Rapid Response - Layoff Aversion Services.

Consent Agenda

Approve meeting minutes from March 19th, 2020.

It was moved by Virginia Bass and seconded by Mike Newman to approve the March 19th, 2020 minutes. Chair called for public comment – none received. Motion carried unanimously.

Policy Review

Discussion – Operating Expense Payments

The board discussed the Operating Expense Payments policy. Cara Owings explained that the amount of backup documentation needed for service providers, is often dependent on the provider.

The board also discussed potentially providing a standard reporting form to service providers.

Wendy Zanotelli and Marie Granberry, from Smart Business Resource Center, attended the meeting and explained Smart's approach to managing their expenses. Wendy explained the benefits of Smart's experience working solely with WIOA and being a regional provider. Marie also explained the in-depth monitoring process that Smart goes through every year.

The board determined they could change the wording to include that if a service provider has a clean monitoring record, backup documentation for expenses may not be required. If a service provider has a negative mark on their monitoring record, the Executive Director of the WDB could ask them to provide backup documentation for expenses.

It was decided that Cara Owings would work with Allison Tans and bring back the updated policy, with the discussed changes in wording, to the board for approval at a future meeting.

- Budget Control and Modification – New Policy

Cara Owings explained the purpose of this policy was to assure proper and timely development of WIOA budgets.

It was moved by Dan Heinen and seconded by Dena McCullough to accept the Budget Control and Modification policy as presented. Chair called for public comment – none received. Motion carried unanimously.

– Property Management Inventory – New Policy

Cara Owings explained the purpose of this policy is to provide guidelines for WIOA property, inventory management, and disposal. The policy applies to all subrecipients of WIOA.

It was moved by Susi Huschle and seconded by Pru Ratliff to approve the Property Management Inventory policy as presented. Chair called for public comment – none received. Motion carried unanimously.

Private Economic Development Board Vacancy

The board reviewed Jennifer Budwig's application for the Private Economic Development board seat. Jennifer Budwig also attended the meeting and described her experience and work at Redwood Capital Bank.

It was moved by Pru Ratliff and seconded by Mike Newman to approve Jennifer Budwig's application for the Private Economic Development seat on the board.

By-Law-Update

Cara Owings explained that the previously approved by-laws did not include County Council's edits. The edits provided by County Council included formatting changes, removing the County Council signature line from the last page, and the majority change from 2/3 majority to simple majority under Article IV. General Provisions.

It was moved by Susi Huschle and seconded by Pru Ratliff to approve the By-Law updates. Chair called for public comment – none received. Motion carried unanimously.

Adjourn

Chair, Dena McCullough, adjourned the meeting at 3:02 p.m.

Next Meeting Date: June 18th, 2020 1:30 pm – 3:30 pm

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