



Workforce Development Board Executive Committee meeting minutes

Date: 9.21.22

Time: 9:00-11:00

Location: Humboldt County Courthouse: 825 5th St Eureka CA 95501 (Conference Room A)

MEMBERS ATTENDANCE:

- Daniel Dixon-Chair- Absent
- Dennis Leonardi-Vice-Chair
- Pru Ratliff- Absent
- Cedar Reuben
- Jeff Hunerlach- Absent
- Shelley Nilsen
- Lee Cunningham- Absent
- Kerry Venegas
- Michelle Bushnell- BOS- Absent
- Rex Bohn- Alt BOS

STAFF: Peggy Murphy & Scott Adair

1. Opening:
 - a. Vice Chair Leonardi called the meeting to order at 9:26am
 - b. Staff Updates:
 - i. Director Adair updated the committee on possibility for resuming hybrid meeting format
 - ii. John McGinnis appointment to the board, will be contacted to move application forward.
 - c. Board Announcements:
 - i. Vice Chair Leonardi would like to condense the meetings and member Venegas commented liking the flow
 - ii. It was requested that the Executive Committee set the agendas for future Workforce Development Board meetings
 - d. Adjustments to the Agenda:
 - i. None
 - e. Public Comment on non-agenda items:
 - i. None

Consent Agenda

1. **Approval of 7.20.22 meeting minutes (Attachment A)**
2. **Acknowledge award of \$500,000 in RERP funding (Attachment B) and direct staff to take the RERP award to Board of Supervisors for acceptance and approval.**
 - a. Discussion
 - i. The committee reviewed the attached items and discussed the options available.
 - b. Public Comment
 - i. None
 - c. Action
 - i. It was moved by Member Nilsen and seconded by Member Bohn to approve the consent agenda. Motion passed unanimously.
3. **CERF Presentation**
 - a. Discussion



- i. It was requested for the WDB Staff to bring back updates for the board.

4. **Workforce Development Board Retreat**

a. Discussion:

- i. Director Adair described Workforce Development Board retreat.
- ii. Vice Chair Leonardi suggested break out rooms- Director Adair agreed if it complies with the Brown act
- iii. Member Nilsen would like an update on moving pieces- (what are all the funds? What are the target populations? Can that be created in the retreat, or prior for requirement?)
- iv. Several members requested to have the retreat be held conference style
- v. Director Adair shares that the Brown act allows exemptions for training and education
- vi. Peggy discussed the need for Bylaw updates due to expiration of current Bylaws in June 2023
- vii. Brown act training either at the retreat or individually
- viii. Vice Chair Leonardi outlined a couple of options for retreat agendas, and then they can talk through the structure with consideration for Brown act
- ix. Member Reuben mentioned that having meetings hybrid makes it awkward and asked if it needs to be in person.
- x. Peggy suggested the Aquatic center as a location and member Reuben suggested Humboldt County Office of Education Annex as an additional option

b. Public Comment

- i. None

c. Action

- i. It was moved by Member Reuben and seconded by Member Venegas to have WDB staff draft agendas for the retreat and return with options for in person and hybrid retreat. Motion passed unanimously.

5. **Hybrid meetings**

a. Discussion

- i. The committee discussed the challenges as well as the advantages of hosting hybrid meetings. The discussion continued with Brown act requirements such as location postings for hybrid meetings and the need to consult with County Council to ensure compliance.

b. Public Comment

- i. None

c. Action

- i. It was moved by member Reuben and seconded by Member Nilsen for Executive Committee meetings to remain in person and for staff to come back with options for the full WDB meetings to be held hybrid.

Adjourn – Time: