

Attachment A

HUMBOLDT COUNTY WORKFORCE DEVELOPMENT BOARD (WDB)



EXECUTIVE COMMITTEE MEETING
Thursday • June 17, 2021 • 1:30 - 3:30 P.M.
Via Zoom Web Conferencing

MEETING MINUTES

OPENING

Call to Order:

Chair, Dena McCullough, called the meeting to order at 1:30 PM. A quorum was present.

Committee Members Attendance (all attending meeting within Humboldt County()):

- Dena McCullough (Chair) – present
- Supervisor Michelle Bushnell – present
- Daniel Dixon – present
- Cedar Reuben – absent
- Mike Newman (Vice Chair) – present
- Dennis Leonardi – present
- Pru Ratliff – present
- Shelley Nilsen – upcoming Chair

Staff Present: Scott Adair, Elishia Hayes, Dan Pambianco, Cris Plocher

Adjustments to the Agenda

None

Board and Executive Director Announcements

- Committee Member Ratliff announced that College of the Redwoods (CR) doors are open. CR has been conducting informational meetings:
 - Truck driving in (classes starting on July 12)
 - Medical assisting (classes starting around end of August)
 - Phlebotomy (classes starting early September)
 - Beginning/Intermediate Bookkeeping (classes starting August 17)
- Board Member Hunerlach mentioned the pre-apprenticeship MC3 construction training started this week for 6 week program. Class can hold up to 20 students and so far 12 students are participating.

Public Comment

None

Consent Agenda (Attachment A)

- Approval of Minutes from previous meeting on April 15, 2021 Action

Action

Vice Chair Newman moved to approve the April 15 meeting minutes and Committee Member Ratliff seconded the motion. Motion passed unanimously.

Economic Development Director Updates (Attachment B)

- Scott Adair provided workforce development related updates, as referenced in Attachment B. He also noted that the contract amendment with Humboldt County Office of Education (HCOE) was executed for Slingshot 4.0 program services. Also, state allowed nine month extension of Slingshot 3.0 program funds until March 31, 2022.
- Staff released an RFP for WIOA services, however so far no one has responded so staff will be requesting from Board of Supervisors an extension of the RFP deadline.
- Dan Pambianco has submitted his resignation to further his work in photography. So there will be significant staffing shortage for a while longer. Scott will continue to assist with WDB and Cris Plocher is providing significant WIOA fiscal and administrative support. Recruitment currently open to fill Allison Tans' position, with 10 applicants so far.
- Permission has been given from EDD to extend existing WIOA youth contracts with several service providers for additional six months. If Smart service provider does actually terminate services as of June 30th, then another youth service provider will need to be found for the Eel River Valley area.
- Smart is finishing up with 10 participants receiving services in National Dislocated Worker Grant (NDWG) COVID grant program. If Smart moves forward with discontinuing this program as of June 30, then the state said it would be best to deallocate \$300,000 back to the NDWG COVID program so that other entities could use the funds.
- USDA also released a comprehensive new guide for community workforce programs (non-WIOA) that can be used to compliment existing workforce programs.
- Staff continues to work with a few potential consultants to discuss ways to provide assistance while WDB experiences staff shortages.
- Staff will be presenting to the Board of Supervisors next week for review of variety of options provided, along with CCRP analysis and options for future of WDB. Feedback received so far shows most support for retaining but restructuring program and less support for a merger with the regional. Staff will also present a fiscal analysis, including possibility of other funding sources to fund in part WDB/WIOA costs. Currently, WDB budget supports 2.6 full-time equivalents (FTE), whereas prior workforce staffing assessment showed need for about 3.2 FTEs and state said it ideally should be more like 4.0 FTEs.
- It was noted that whatever option is chosen by the Board of Supervisors, it will take at least a year to fully make the transition.
- Dan Pambianco mentioned he is tying up some ends with contracts and P2E reporting before he leaves and thanked everyone. Cris Plocher mentioned she is very busy and is looking forward for more staff support.

- **Committee Member Ratliff asked staff to follow up on CR’s nursing program placement on ETPL list in order to ensure students can be reimbursed for the classes. Scott Adair said due to staff shortage it will be challenging to follow up on some of the WIOA responsibilities, but will look into it to see what can be done.**
- Discussion occurred around the WDB Bylaw language that County Counsel recently confirmed is needed with regard to “business representatives are to be appointed from among individuals who are nominated by local business organization or business trade association”, according to WIOA Directive Section 20 CFR 679.320. **Chair McCullough asked that for the next meeting agenda, a definition be provided for business organizations and business trade associations.**

Humboldt County Workforce Development Board Staffing Agreement (Attachment C)

- Scott Adair discussed the draft staffing agreement (referred to in Attachment C) that will be presented to the Board of Supervisors on June 22 for review. Further clean up of the draft will be done by staff. The Board’s ultimate decision on the future of workforce development may impact the draft staffing agreement.

Action

Vice Chair Newman moved to approve the draft agreement to be presented to BOS as a working document to open discussions. Committee Member Leonardi seconded the motion. Motion was approved by all, with exception of Supervisor Bushnell abstaining.

Public Comment

Board Member Stalcup noted that the RFP for WIOA services should have be divided into separate RFPs instead of combined. Scott Adair said he would Board Member Stalcup asked why does fiscal and final approval authority rest with the Humboldt County Board of Supervisors instead of WDB like other counties mentioned. Scott Adair said that is why the county’s Purchasing. He does not know why the WDB was set up as an advisory board to the Board of Supervisors instead of a decision making board.

Board Member Stalcup suggested modifying the staffing agreement to allow WDB to have fiscal and final approval authority. Scott Adair said that it could be explored and proposed to the Board of Supervisors, but said it may take more research, discussion and analysis and may be an uphill climb due to other county departmental policies/procedures in place.

Workforce Analysis Report prepared by California Center for Rural Policy (Attachment D)

- Scott Adair referred to Attachment D that describes certain WDB options analyzed by CCRP, including merger, restructuring, maintaining structure and continue contracting with service providers, 501c3 nonprofit, and/or a blended options.
- CCRP’s recommendation is further exploration. Though due to time constraints, the Board of Supervisors may see the need to make a decision sooner at next week’s meeting.
- The question was asked, how many members would Humboldt County have if its WDB were to merge with Northern Rural Training and Employment Consortium (NoRTEC). Scott

said it would have one seat on the 11-member Executive Committee which has to be a Board of Supervisor member and two voting seats on the NoRTEC Board. It would also be allowed to have a seat on their Finance Committee, Business Committee, and Workforce Committee. The merger would be executed by contract. Humboldt County could technically still keep a local WDB at some level to pursue other grant funds to diversify its funding sources. **Chair McCullough mentioned it would be good to have NoRTEC come present to the WDB.**

Action

Committee Member Leonardi moved to approve staff to present the CCRP Workforce Analysis Report to the Board of Supervisors for discussion. Motion seconded by Vice Chair Newman. Motion approved by all, with exception of Supervisor Bushnell abstaining.

Public Comment

None

EDD Letter of Leveraged Fund to Augment Humboldt County WIOA Services (Attachment E)

- Scott Adair discussed the letter referenced in Attachment E from EDD does state that local workforce development areas can enter into innovative partnerships with local cities and community-based organizations and industries.

State Approved Six Month Extension (up to 12/31/21) with Youth Providers (Attachment F)

- Scott Adair presented the state-approved six month contract extensions with McKinleyville Family Resource Center (MFRC, Mattole Restoration Council (MRC), and Dream Quest). Committee Member Ratliff moved to approve all three contract extensions and it was seconded by Committee Member Daniel Dixon. Motion passed unanimously.

Public Comment

None

USDA Rural Development Guide (Attachment G)

- Scott Adair noted that Workforce Innovation & Opportunity Act (WIOA) is a highly complex federal/state regulated program and this is only one program among other workforce development funding programs that are not related to WIOA. For example, USDA also offers grant funding for workforce development programs, which staff could pursue once staffing levels normalize. It was noted by Board Member Leonardi that USDA also has staff that may pursue grant funds, which could present collaboration opportunities.

Adjourn

Chair, Dena McCullough, adjourned the meeting at 3:17 PM.

Next Executive Committee Meeting Date: July 15th (rescheduled July 21) 2021, 9 – 11 AM.

WDB Agendas and Minutes can be found at:

<http://humboldtqov.org/1709/Workforce-Investment-Board/>

or by contacting Economic Development at (707)445-7745.