



Humboldt County Workforce Investment Board

EXECUTIVE COMMITTEE MEETING
Thursday ♦ April 3, 2008 ♦ 1:30 – 3:30 pm
Prosperity! Center Conference Room
520 E Street, Eureka, CA

MINUTES

Members Present: Cedar Reuben (Chair), Janet DePace, Terry Coltra, Jon Sapper, and John Woolley

Members Absent: Bob Sampson (Vice-Chair)

Others Present: Jacqueline Debets and Sandy Alcaraz

1. OPENING

1.1 Call to Order: Chair Cedar Reuben called the meeting to order at 1:33 p.m. with a quorum.

1.2 Adjustments to the Agenda: Add Youth Council RFP to the agenda. Do we need to move what we've done with the RFP onto the Full WIB? The YC can move it on if needed. There is no action to take. Put into the posting of future agendas standard language, "any item listed is subject to action. Any kind of standing committee or recommending body..."

1.3 Introductions: None made, no visitors present.

2. **PUBLIC COMMENT:** None

3. DISCUSSION and ACTION ITEMS

3.1 Approval of previous meeting's minutes (March 7, 2008): Motion made by Jon Sapper to approve previous minutes, second by Terry Coltra, motion carried unanimously.

3.2 Membership: Madelin Holtkamp resigned from RREDC, and the WIB. RREDC assigned leadership to Virginia Fisher who will be acting as interim Executive Director. RREDC will draft a job description, which will be released soon. Need to appoint someone to fill Madelin's position on the Executive Committee. Elections are scheduled for the Full WIB meeting on April 18, which leaves no time for nominations. This seat represents the public sector. Maggie Gainer from HSU has voiced an interest in filling this seat. Cedar will appoint Maggie unless others surface. No more movement on recruiting. Dale Maples did not show up at the last Full WIB meeting, which makes 5 absences in a row. Ernie Behm has missed 5 out of the last 6 Full Wib meetings. Mariann Hassler still seems to be interested. **Motion** made by John Woolley to send Dale Maples a letter thanking him for his time, second by Jon Sapper, so carried. Consider reversal on Ernie Behm and Beverly Morgan Lewis. Jacqueline will check with both Board members to see if they are still interested in being members. Randy Hanson is still

interested but has had other appointments that have conflicted with WIB meetings. **Motion** made by John Woolley reversing appointment for Ernie Behm and Beverly Morgan Lewis, second by Janet DePace, so moved. This puts them in good standing.

3.3 Conference and Occupational Analysis: The WIB staff pulled together a great event given the last minute changes. Cedar went in with a bit of trepidation but thought things went very well. We set the stage as an introductory meeting connecting with people from out of the area. Preliminary outreach meetings would be helpful before future conferences. The subject was brought up of this being “just another talk fest”; what’s new about this meeting? At future meetings we should take small, bite-sized pieces of accomplishments to show the progress we’ve made. The goals from the original Targets of Opportunity have all been accomplished. Financial services group was very strong; unique connections made between business attendees. For a relatively new group of people attending everyone seemed to pick up on what’s happening and are becoming engaged. John Melville’s schedule does not align well with our meetings so Jacqueline will compile the ongoing information. The only concern is that Jacqueline’s personal capacity to handle these things might lead her to not be as involved as she would like. Need to keep real about what we can get accomplished. Overall good reviews on the evaluations. Terry Coltra attended the California Workforce Association Spring conference. He was asked how the underground economy affected these numbers related to the Targets of Opportunity reports. It’s a part of the economy whether it’s claimed or not. Nice to hear that we have been recognized again.

3.4 Full WIB meeting planning: Add Youth Council RFP to the agenda. Might want to have updates on our programs, i.e. youth, adult and dislocated workers and also provide results updates on financial assessment. Numbers enrolled and where they were placed should be easier to get by this next meeting. The most recent performance measures are two years old. It would be nice to know if these people are finding opportunities in the local market. StepUp plug: two breakfasts will have happened by April 18th. Be sure we mention Digital Pathways and report on the Economic Summit meeting.

4. REPORTS

4.1 Staff: We’re going to put together an additional assistance request for Veterans. Would like to hear about the scoring of the assistance grant that we did not get.

4.2 Youth Council: Following are issues that were laid out with Northern Humboldt’s RFP proposal. They did not score well, but we want to serve these youth. A new proposal from them would not work. It would have to be in response to a new RFP sent out for just that area (Arcata and McKinleyville High School). Another idea is to contract for a single year, but

that seems a bit shaky. They require a lot of technical assistance and we don't have the funds for that. Kenny Richards would like to see changes made and would like our help with this. We didn't have a minimum score required to receive a contract, however, they fell dramatically below the other proposals. Jacqueline has sat down with them on 3 separate occasions prior to the RFP being issued, but performance issues have persisted. We have to have operators that are pushing the envelope; we're not finding that in Northern Humboldt. Why is this? They've relied on temporary help to run the program; temps are there for a year or less. No representatives are coming to the monthly meetings that Jose has prior to the Youth Council meeting. We can redo the RFP and have everyone do another proposal or we can give the region to another successful bidder. There has been no follow through to get out of school youth involved. Other operators have approached Terry saying that they are carrying the load for Northern Humboldt. An operator outside the school district working within the school district may not work. There are charter schools and continuation schools that could work with these kids. There is a potential for 20 youth to be reached outside the two local high schools that could be served by ETD or Eureka City Schools. We should go with a new RFP otherwise we are accepting a non-responsive bid, one that is sub-par to the other proposals. Does the RFP address the issue of responsiveness and non-responsiveness so that the proposer would have a benchmark to look at? It's more implied than specific. Can you set a minimum score to be considered for acceptance? Good idea for next round. We will re-issue a new RFP with language that says if we are not satisfied with the level of competency then we can award the RFP to another provider. **Motion** made by John Woolley, second by Terry Coltra to re-issue the RFP due to the need for expediency. In case Youth Council does not have a quorum next week, the Executive Committee has provided direction. Jon Sapper abstained. Motion carried. Next step is to move forward by approving contracts, getting negotiations going and assigning dollars.

4.3 Job Market Operators: Discussion regarding the youth services and how they will look. The new Youth Coordinator position will be a part of the whole picture.

5. **ANNOUNCEMENTS:** Youth Business Challenge; judging is tonight (April 3). Winners will be identified. CR presidential candidates are coming into town for a meeting with the public. We encourage everyone to be at those sessions if possible. Find out who the four candidates are and when they will be here.
6. **CLOSING:** Meeting adjourned at 3:35 p.m.