



Humboldt County Workforce Investment Board

EXECUTIVE COMMITTEE MEETING

Thursday, October 4, 2007 1:30 – 3:30 pm
Prosperity Center Conference Room
520 E Street, Eureka, CA

Notes

Members Present: Cedar Reuben (Chair), Janet DePace, Mariann Hassler

Members Absent: Terry Coltra, Bob Sampson (Vice-Chair), Jon Sapper, John Woolley/Jill Geist (BOS)

Others Present: Jacqueline Debets, Sandy Alcaraz, Nicole Morrow, Jose Quezada,

1. OPENING

1.1 Call to Order: Chair Cedar Reuben called the meeting to order at 1:53 without a quorum

1.2 Adjustments to the Agenda: Move the budget to the top for discussion

2. PUBLIC COMMENT: None

3. DISCUSSION and ACTION ITEMS

3.1 Approval of previous meeting's minutes (9/20/07): No action taken, carry to next meeting.

3.2 Membership: Move Madelin Holtkamp's application on to the BOS. Kim Kellingberg needs to be replaced. Michele Hutchons to receive an application.

3.3 Strategic Plan: Change meeting dates to every other week (2nd and 4th Wednesday) beginning October 31st from 7:00-8:00 a.m. Meeting should not take place the same week as the Executive Committee meetings. Sandy will send out an email to those on the committee with new dates. Start on an agenda; call to action. What's the next step after Targets of Opportunity? How do you change and what do you change?

3.4 Budget: There has been a 40% reduction in workforce funding since 2003. Jacquelin is anticipating getting \$1.3 million or more in grants; she is currently applying for \$3.5 million. She feels we're in a good position to receive these. All funding combined; this would be our largest funding year. Almost half of our funds come from competitive grants, which means we are very dependent on this type of funding. Jacquelin has requested \$980,000.00 in Additional Assistance for Dislocated Workers funds due to an expectation that Palco will be laying off 100 or more workers by Christmas. One hundred and eleven workers were laid off in September and October. Palco has not given any indication that they will be laying off again. Letters have gone out to state representatives asking them to support our request for these additional funds. Dislocated timber workers want out of the industry and need training hours. First chart is where money is coming from; second chart is breakdown of funds with/without carry forward. Nicole overpaid \$31,000.00 to ETD during fiscal year 2006/07; took money from trust fund to replenish. Grant was split between ETD and SBDC; we have a 3-year contract.

Communication wasn't clear; SBDC is calendar year; we're fiscal year. All Rapid Response monies are the same. Money is controlled in house, not at ETD. Jacqueline handles rapid Response and special control funds. We are now tracking these expenses. If this miscommunication had not happened ETD would have been short. Do we have any means to replace the \$31,000.00? No. Sandy is picking up the HWF bookkeeping and journal entries, which will help Nicole with having two sets of eyes for these kinds of issues. How does the trust fund get replenished? Through interest. We're going into the year with a deficit; down 14%. Money coming in as follows:

Grants-\$225,000.00-Rapid Response special project
\$982,000.00-Addition Assistance for Dislocated Workers
\$2,000,000.00-Community Based Job Training Grant with CR
\$250,000.00-Regional Innovation.

The grant with the college involves the nursing program; go to a 3-year part time plan for RN's. Construction; going into industrial construction not just housing. Looking at small business management: bookkeeping, marketing, sales. Possibly a Course Skills competency course as well. How likely is this to go through and be successful? 85% chance of going through. Any conversation with HSU and how this nursing project may affect them? No real contact with them as yet. What will be presented at the Full WIB meeting? We will go through the charts just shared. SBDC's contract is coming to an end; Sandy Neal leads the Rapid Response team. We need to think about our expenses being the same even though our funds decrease. Flat budget commitment to SBDC? Proportional funding might be the answer this upcoming year. Nicole and Jose just finished monitoring SBDC; they were impressed with the business services being offered. SBDC is upping the effectiveness of ETD.

3.5 WIB meeting: See attached Draft Agenda. Have Jon Sapper do his presentation. Watched "Did You Know"? video. Great information.

4. REPORTS

- 4.1** Youth Council-None
- 4.2** Staff-None
- 4.3** Job Market Operators-None

5. Announcements-None

6. Closing-Meeting adjourned at 3:35