

Humboldt County Workforce Investment Board



EXECUTIVE COMMITTEE MEETING

Thursday • February 4, 2010 • 1:30 - 3:30 pm
Prosperity Center Conference Room
520 E Street, Eureka, CA

AGENDA

Mission Statement: The Workforce Investment Board brings together resources to meet employer and employee needs to advance the prosperity of our communities.

Members: Maggie Gainer (Chair), Terry Coltra, Jon Sapper, Mark Lovelace, Bryan Plumley, Ahn Fielding and Jill Duffy (BOS alternate)

DESIRED MEETING OUTCOMES: *At the end of the meeting, the participants will have...*

1. Approved minutes for the meeting of November 5, 2009.
2. Received public comment on items *not* on the agenda
3. Taken action on membership, resignations, and appointments.
4. Discussed WIA reauthorization and possible actions.
5. Update Work Experience policy and discuss considerations from the Youth Council.
6. Appointed Nominations Committee.
7. Reviewed draft WIB agenda and provided direction for the February 19th meeting.
8. Received staff, Youth Council and Operators reports.

AGENDA:

1. OPENING

- 1.1 Call to Order
- 1.2 Adjustments to the Agenda
- 1.3 Introductions

2. PUBLIC COMMENT

3. DISCUSSION and ACTION ITEMS

- 3.1 Minutes (~5 minutes)
- 3.2 Membership (~20 minutes)
- 3.3 WIA Reauthorization (~10 minutes)
- 3.4 Work Experience Policy (~15 minutes)
- 3.5 Nominations (~10 minutes)
- 3.6 Full WIB agenda (~15 minutes)

4. REPORTS (~15 minutes)

- 4.1 Staff (~20 minutes)
- 4.2 Youth Council (~10 minutes)
- 4.3 Job Market Operators (~15 minutes)

5. Announcements

6. Close

Supplemental Information to the Agenda

3. Discussion and Action Items

- 3.1 Minutes: Approve minutes from November 5, 2009 meeting.
- 3.2 Membership:

- a. Current balance: 15 private sector, 14 public sector, and 4 labor for a total of 33.
 - b. Applications for membership pending: Michelle Hutchins, Eureka Adult School
 - c. Applications for membership received: Gregg Foster, RREDC and Marc Deal, Northern CA Veterans
 - d. Resignations received: Anticipating Ben Fewell, but not received
 - e. Attendance report review and take appropriate action.
- 3.3 WIA Reauthorization: Committee to discuss current issues and possible action.
- 3.4 Work Experience Policy: Committee to consider updating the policy to address on duty lunch breaks and paid breaks, as recommended by research into labor laws. Committee also to discuss and advise on other areas of the policy that the Youth Council will continue discussing at their February meeting. These include the pay scale bumps and how it's being applied through out the regions.
- 3.5 Nominations: Committee to appoint an AdHoc nominations committee, including two members from the WIB general membership. The following positions require nominations for the 2010-2011 program year, commencing July 1, 2010:
- Chair for 2010-2011
 - Vice Chair for 2010-2011, presumptive Chair nominee 2011
 - Business At Large for 2010-2012
- 3.6 Full WIB Meeting Agenda: Committee to review agenda and provide direction.

4. REPORTS will be verbal, including:

- 4.1 Staff report: Branding roll out; IDEO workshop and BLL; VETS grant; clean Energy grant; Local Plan Modification
- 4.1 Youth Council: strategic planning
- 4.2 Job Market Operators: Allow 15 minutes.

5. ANNOUNCEMENTS

6. CLOSING

LIST OF WIB REPORTS (can be found at www.HumboldtWIB.com): none

The next Executive Committee meeting is scheduled for Thursday, March 4th, 2010, 1:30-3:30pm, same location.



Humboldt County Workforce Investment Board

DRAFT AGENDA

Friday • February 19, 2010 • 8:30 am - 10:30 am
Humboldt County Office of Education • Annex
901 Myrtle Avenue • Eureka, CA

Mission Statement: The Workforce Investment Board brings together resources to meet employer and employee needs to advance the prosperity of our communities.

A. DESIRED MEETING OUTCOMES

By the end of the meeting, the WIB members will have...

1. Received public comment.
2. Approved minutes from last meeting (December 11, 2009).
3. Approved update to Work Experience Policy.
4. Received report on project of Specialty Agriculture Industry Cluster: Humboldt Made
5. Discussed WIA re-authorization.
6. Received a presentation from Clint Victorine, Eel River Organic Beef and Ryan, Redwood Meats (Specialty Agriculture).
7. Having received staff, Executive Committee and work-group written reports as contained in supplement to agenda.

B. AGENDA

1. OPENING (~5 minutes)

- 1.1 Call to Order
- 1.2 Self-introductions of WIB members, staff and public present
- 1.3 Adjustments to the Agenda

2. PUBLIC COMMENT (items NOT on the agenda; notify staff or chair before meeting)

3. DISCUSSION & ACTION

- 3.1 Consent Agenda (~1 minute)
- 3.2 WIA Re-authorization (~10 minutes)
- 3.3 National Entrepreneurship Week (~10 minutes)
- 3.4 Humboldt Made (~30 minutes)

4. BREAK (:10)

5. PRESENTATION

- 5.1 Presentation & Discussion: Clint Victorine and Ryan (~30 minutes)

6. ANNOUNCEMENTS (~5 minutes)

7. REPORTS (written in supplemental information)

8. CLOSING (at 10:30 am)

Supplemental Information to the Agenda

1. OPENING

- 1.1 Chair, Maggie Gainer, will call the meeting to order, promptly at 8:30 a.m.
- 1.2 WIB members, guests and staff introduce themselves with their name and business affiliation.

- 1.3 Members can request adjustments to the agenda. Discussion items can be added, but action items must be posted on the agenda 72 hours in advance of the meeting, so may be moved to next meeting agenda.
2. **PUBLIC COMMENT** (items NOT on the agenda; notify staff or chair before meeting)
3. **DISCUSSION & ACTION:**
 - 3.1 Consent Agenda Items: The following items are recommended for approval via a single vote of the membership. Members who have questions about any of these items may request that the Chair pull that item off the consent agenda for discussion.
 - 3.1.1 Approve minutes from December 11, 2009 meeting.
 - 3.1.2 Recommend Gregg Foster for appointment to the WIB, filling the required representation of economic development.
 - 3.1.3 Approve update of Work Experience Policy. **See WIB Report#**
 - 3.2 WIA Re-Authorization
 - 3.3 National Entrepreneurship Week (~10 minutes)
 - 3.4 Humboldt Made (~30 minutes)
4. **Break** (~10 minutes)
5. **DISCUSSION & ACTION continued:**
 - 5.1 Presentation:
6. **ANNOUNCEMENTS**
7. **REPORTS are written as follows:**
 - 7.1

The next WIB meeting is scheduled for Friday, April 16, 2010, 8:30-10:30pm, 901 Myrtle Avenue.

LIST OF WIB REPORTS: no written reports for this meeting.