



Humboldt County Workforce Investment Board

EXECUTIVE COMMITTEE MEETING
Thursday, February 5, 2009 1:30 – 3:30 pm
Prosperity Center Conference Room
520 E Street, Eureka, CA

MINUTES

Members Present: Janet DePace, Maggie Gainer, Mark Lovelace and Bob Sampson (Vice-Chair)

Members Absent: Terry Coltra, Cedar Reuben (Chair) and Jon Sapper

Others Attending: Ahn Fielding, Carol Hill, Joe Davey, Connie Lorenzo, Laura Chancellor, Jacqueline Debets, Jose Quezada and Sandy Alcaraz

1. OPENING

1.1 Call to Order: Meeting came to order at 1:34 pm with a quorum.

1.2 Adjustments to the Agenda: None

1.3 Introductions: Mark Lovelace introduced himself as the newest member to the Board, representing the Board of Supervisors. Introductions were made around the table.

2. PUBLIC COMMENT: None

3. DISCUSSION and ACTION ITEMS

3.1 Approval of previous meeting's minutes (February 5, 2009): Motion made by Maggie Gainer to approve the minutes of the previous meeting, second by Janet DePace, motion carried.

3.2 Membership: Labor representation is still on the edge of 10%; constantly recruiting. Two applications are being approved at the BOS meeting Tuesday, February 10th. Ian Caliendo will not be sending us an application; he is moving up in PG&E and out of the area. Jeff Zander was removed from the Board report when he went on administrative leave from RREDC. Background given on appointments and process for benefit of new board member. Maggie Gainer is pursuing a new member. Jon Sapper recommended that John Woolley be appointed to the WIB as a State Liaison. The Board would need to send a letter to Assemblyman Wes Chesboro to request this action. Maggie Gainer **moves** that Jacqueline move forward with this process. Jacqueline could create the position of State Liaison with the recommendation that John be appointed. No second; motion dies. Suggestion made that we bring back a job title and description, taking into account discussion with the recommendation to recreate and fill that position at the next meeting. Jacqueline will follow up with Alex to see if sign in sheet is accurate; sign in sheet reflects 3 missed meetings. Ernie Behm is having difficulty making meetings; perhaps he could find someone that would be able to take his seat. Bob will follow up with Ernie.

3.3 Officer and Nominations: Only action needed is to begin the process of forming a nominations committee. Need to post the slate at the April 2nd Executive Committee meeting. Filling the position of vice-chair and general member-at-large seats; vice-chair should be from private sector. Cycle private sector people through the chair process. Nominations committee to include (volunteered): Cedar, Terry and Janet, plus two members for the general WIB membership.

3.4 Policies review: WIA Individual Training Accounts (ITA's); second review of this policy. Policy spells out guidelines for ITA's and Humboldt County's obligation to adult and dislocated workers. The ISS (Individual Service Strategy) outlines resources for individuals to reach their goal. A plan is then made; what does the individual need to accomplish this plan. What is

expected for the monies spent on them? Reports are given monthly to the state by ETD. This is a fundamental part of our program. This is a compliance document. Work Experience policies: changes made to the document are struck out and highlighted. StepUp is only for youth, programs that the County of Humboldt is operating. We wanted one procedure. Want this to cover all funds involved, without telling the employer what he has to do. On-site files maintained with the vocational counselor working with a particular youth. This file could include evaluations. Possible change in wording to the policies document: On-site file will include but not be limited to...etc. Wording should match other WIA Policies and Procedures documents. **Motion** made by Janet DePace to move forward to the Full WIB the Policies and Procedures with updates and corrections made, according to notes taken by staff; second by Maggie Gainer; motion carried.

3.5 Community–Based Job Training Grant: Jacqueline went to the CR Trustees meeting yesterday to discuss the grant. Already getting students asking about signing up. DOL will be getting our grant package to us by the 15th of the month; these funds are not going through the state so the grant award will need to go before the Board of Supervisors to accept the funds. Funding will be accessible beginning in March. Will be meeting with CR on Friday, February 13th to figure out the details.

3.6 Stimulus package: We are looking at 1 to 2 million dollars coming in as formula funding. The infrastructure that we have built through StepUp can handle the extra funds; somewhere around \$600,000. *Are we looking at using all money in a very short period of time?* The structure is in place but there is a lot left to do to make this a success. *Can we find job sites?* We need to find easy employers; should begin working on this away. The nuts and bolts need to be taken care of. *Can the recipients of the funds only be government/non-profits?* Don't know yet. *Is it going to be a problem to recruit youth?* We've been pretty cognizant of putting out a huge net and not being able to respond; now's our chance.

3.7 Full WIB agenda: No membership recommendations at this time. Back to Basics program; working with homeless in Arcata as a special workforce. Xontah Builders; new people running the company, new marketing. Possibly choose one of these organizations for a presentation at the next Full WIB meeting. Change meeting time on draft agenda to 8:30-10:30 as the meeting time. We could provide a progress report on 299 and Richardson's Grove, STAA. Possibly do a report as well on projects from the state, which have been put on hold.

4. REPORTS

4.1 Staff: We received another \$125,000.00 in formula funding. May be getting another \$500,000.00 as well; this will allow us to modify in other areas. We're doing okay with Dislocated Workers. There were two more layoff events in the timber industry. Applied for additional funds for Veterans; application was denied with no reasonable explanation. There seems to be a lack of clarity between the EDD and the state. Veteran's services do not have any money for training. If we receive Dislocated Worker funds we can subcontract out to the Vets. Veterans population in our county is approximately 1700, they're eligible and prioritized for these funds. *Can we resubmit the grant?* Jacqueline not willing until state says there is a change that would make it likely to be funded.

4.2 Youth Council: Youth Council meeting will now be held over at the Kinship/Foster Care building on 5th street. Digital Pathways will be holding their first annual premiere on February 7, 2009.

4.3 Job Market: None

5. **ANNOUNCEMENTS:** None

6. **CLOSING:** Meeting adjourned at 3:30 pm.