



Humboldt County Workforce Investment Board

**Executive Committee Meeting
Thursday, December 4, 2008
Prosperity! Center Conference Room
520 E Street, Eureka, CA**

Minutes

Members Present: Terry Coltra, Janet DePace, Maggie Gainer, Cedar Reuben (Chair), Bob Sampson (Vice-Chair), Jon Sapper and John Woolley

Members Absent: None

Others Attending: Laura Chandler, Jacqueline Debets, Sandy Alcaraz and Jose Quezada

1. OPENING

1.1 **Call to Order – Meeting came to order at 1:36**

1.2 **Adjustments to the Agenda – None**

1.3 **Introductions – Introductions were made around the table. Janet DePace will be the interim senior counselor for the next 3 months**

2. PUBLIC COMMENT - None

3. DISCUSSION and ACTION ITEMS

3.1 **Minutes** – Correction to draft minutes; remove Bob Sampson speaking with Liz Fiekowski concerning Executive Committee membership application. **Motion** made by Maggie Gainer to approve draft minutes, (change wording to *reverse automatic terminations*); second by Terry Coltra with changes, so carried.

3.2 **Membership** – Evelyn Giddings (Umpqua Bank), Ian Caliendo (PG&E), Michael Kraft (SBDC) and Jeff Zander (RREDC) would represent the public sector. Maggie Gainer will become private sector (retiring from HSU). **Motion** made by Terry Coltra to recommend the appointment of 4 individuals to the Full WIB pending receipt and review of pending applications by staff. Private sector will be in good standing, however, we need more labor representation. Second by Maggie Gainer, so carried.

3.3 **Letter to Congress** – Last conversation was to request money for the next economic stimulus package. Talked about Rapid Response, in the meantime got message from NWA to add more money. Now the letter needs to be a letter of thanks. Currently Congress is not thinking of revamping WIA, will probably stay the same for a few years. Jacqueline will draft the letter stating we would like to participate in any changes. Let them know the strengths of this region and add to the letter a Targets brochure. Be sure to CC Mike Thompson on this. Bob Sampson made a **motion** for Jacqueline to write the letter, Janet DePace second. Motion passed.

3.4 **Policies review** – Jose put this together; if the Board doesn't believe they are ready to go to the Full WIB they can wait until the February meeting, we're being proactive on this. These are applicable to any subcontractor that will be hired.

For example, Youth Program Operators would follow these guidelines. Also, individual training accounts such as the Veterans. *Were there any significant changes to the previous policies?* No. *In the previous policies there was a cap on the Individual Training Amounts; will there be caps this time around?* The decision was made previously not to make a dollar amount cap but to keep it flexible; this document reflects that. It's a soft cap; refer to page 2. We decided to leave it to the needs of the participant at the time and to be left open to interpretation by staff. This can be determined locally. Work Experience and ETD should be taken out and replaced with HC-WIB. At this date the ETD is the primary broker for these sites. The changes will be made and brought back to the Executive Committee in January. With Work Experience, the policy scope is that all individuals who are working under this program are using Title 1 funds. When the County is the employer of record these policies take place. If other than County employer other policies would apply. Should rewrite so that it's not limited to WIA funds but all funds used by Work Experience. This can be incorporated into the Policies and Procedures document. We have no hold over private business as far as policies go. There is a difference between the level 2 and 3 youth. Need to broaden to any monies that come in and this only applies to subcontractors. Need to put in distinction about employers, needs to be clarified. We're aiming for this to go before the Board of Supervisors in February. Grievance policy; Jacqueline can't be the Equal Opportunity Officer; it needs to go into the County structure. *Is there a process independent of the EEO process?* It would probably go through Risk Management, it can go directly to Washington DC for civil rights complaints. You have to deal with complaints at the lowest common denominator. If it escalates we need a home for this, for risk and safety. *Do we have procedures about a grievance?* We do; there is an informal structure for all of these complaints. *Have there been any complaints filed in the past?* Possibly Barbara Schults. When updating in the future we might want to highlight the changes from the previous document.

3.5 Learning Labs – California EDD has initiated learning labs that will be integrated into their system; they will be operating as one. In some areas this is causing problems, however, we have a good working arrangement with EDD but the tendency is to be co-located. Locally, we've been working on this for a while; EDD is changing their policies to comply. Dennis Petrie would like to head up the collaboration and join in on July 2009. Staff would be working on integration; streamlining the operation. This is the second phase of the pilot program, just need to get everyone on board. *Does this unfold from the ground up? Is this with staff input or is this the model that we need to implement?* There is some local discretion; this is a direction we have been going already. *Is this more of a process from the top going down?* Possibly the concept of the idea came from the top but staff's involvement is in the local area. *Is there any reason why we wouldn't want to do this?* None. **Motion** made by Janet DePace to participate in the collaboration of the Learning Labs, Bob Sampson second, so carried.

3.6 Full WIB Meeting agenda – John Woolley will not be at the next Full WIB meeting. The Executive Committee would like to celebrate John for his hard work on our Board as well as with the BOS. We can work with Terry to coordinate some kind of gather. Ron Samuels is enthusiastic about giving his

presentation; it's low key and informative. At our last meeting Jacqueline was letting the Board know what she is seeing in housing and retail-related layoffs. Don't know if we can get figures beyond Humboldt County before the next meeting. There have been no layoffs in the Target areas except in the mortgage industry. Dennis Mullins and Jacqueline are talking about comparing apples to apples, recession period to recession period. We want to compare equally when we present this information. Jacqueline can also get actual layoff numbers. To get a good picture of the current situation, looking back could confuse the issue a little bit. Our economy is a little different than it was 10 or 12 years ago. *Could someone from EDD come together on this?* We could present in 10 minutes and then have further discussion. The best projections we have are in the Targets and Occupations reports. Jacqueline's sense of it is that the projections are still valid. The area's being affected are not in the Targets. There have been no major layoffs in the construction industry. Public Works looks like it's not slowing down any. In terms of our agenda on Targets and Occupations, we're going to prepare the larger board members with talking points that they can share with others. We'll be talking about funding coming in, the Summit Series and the layers getting to that. One of the plans could lead into the Skunk Works Committee. The Redwood Coast for Opportunity project and how it links with CR and what CR is going to do if they do or do not get the grant. The water and wastewater course will begin. CR gets apportionment the year after the student takes the course. This grant would help upgrade all the welding equipment, which is approximately 45 years old. Maggie Gainer was appointed to the State Economic Strategy panel, she could speak a few minutes about that. *At some point in time the Targets data will become old, when does that data become refreshed?* We will probably be updating the information every two years, sometime in 2009. Looks like the Full WIB meeting will take less than two hours. We might want to invite the new business reporter from the Times Standard.

- 3.7 Targets and Occupations of Opportunity planning** – This has been a standing Executive Committee agenda item. Jacqueline gave 4 presentations this week alone. Went to southern Humboldt and did a presentation. She also gave a presentation to St. Joe's Executive Committee and will be doing a presentation in Klamath tonight. Outcomes; Klamath has the highest test scores in the county. They have both education based as well as community based standards as graduation requirements. Four people of the Executive Committee plus Jacqueline is on the Skunk Works Committee. The WIB is involved in doing gap analysis; Dr. Marcee might come and share. Jacqueline thinks that CR is good with us talking about this at the Full WIB.

4. REPORTS

Staff – Regional Innovations grant went in as well as the Strategic Planning Community Based Job Training grant. This grant will provide training in assisting physical therapy, bringing a paramedic program to CR (paramedic to RN program), and electricians certificate, upgrade the welding certificate and have a solar installation program; possibly even a new training site. A management and supervision certificate program will also be available. Water and wastewater treatment course are also in the mix. Hopefully this will be fast tracked. We submitted a

second application for VEAP. Not sure yet if Sacramento has announced yet if we've gotten that. Not sure if we will get the last grant we applied for. The auditor is looking at WIB and Headwaters budgets.

Youth Council – None

Job Market Operators – None

5. **ANNOUNCEMENTS** – It might be good to go back to California WIB and do another presentation on Targets. Also, it would be good to have Jeff Marcee present. When we receive the grant money we need to go to the BOS, if we don't get the money we should also go and give an update. Cedar has heard of a potential coalition between HSU and Rob Arkley for funding for youth. Maybe we can work together on this; Kathy Miller can explain the status. Maggie Gainer's retirement is February 19th. She will continue have some contact with HSU but we will need to change her status on the WIB forms.
6. **CLOSING** – Meeting adjourned at 3:26.