



Humboldt County Workforce Investment Board

EXECUTIVE COMMITTEE MEETING
Thursday • April 2, 2009 • 1:30 – 3:30 pm
Prosperity! Center Conference Room
520 E Street, Eureka, CA

MINUTES

Members Present: Terry Coltra, Maggie Gainer, Mark Lovelace, Cedar Reuben (Chair)
Bob Sampson (Vice Chair) and Jon Sapper

Members Absent: Janet DePace

Others Present: Joseph Davey, Ahn Fielding, Connie Lorenzo, Donna Wheeler, Jacqueline Debets, Jose Quezada

1. **OPENING**

- 1.1 Meeting was called to order at 1:40 pm by Chair Cedar Reuben
- 1.2 Adjustments to the Agenda – None
- 1.3 Introductions - None

2. **PUBLIC COMMENT** – None

3. **DISCUSSION and ACTION ITEMS**

- 3.1 **Minutes – Motion** made by Terry Coltra to approve March 5th, 2009 meeting minutes, second by Margaret Gainer. Motion carried.
- 3.2 **Membership** – Committee considered application from Brad Remington for Youth Council. Members discussed full-disclosure issue of Brad Remington being the adopted son of current Youth Council member Kelly Remington. After discussion by the group, and having no conflict issues identified, **motion** made by Jon Sapper to accept the application, noting full-disclosure discussion, and forward to the Full-WIB for their consideration at their April 17th, 2009 meeting. Second by Mark Lovelace.

Executive Committee considered Full-WIB application from Jerry Saner, California State University Employees Union. Mr. Saner is seeking to fill a required labor representative seat. Noted that the nomination signature section had not yet been signed. Staff reported that Jim Smith of the Central Labor Council of Humboldt & Del Norte Counties has given oral assurance he will be signing the nomination section on the application. **Motion** by Jon Sapper to accept the application, pending signature from Jim Smith, and forward to the Full-WIB for their consideration at their April 17, 2009 meeting. Second by Margaret Gainer.

Janet DePace has resigned from the Full-WIB and the WIB Executive Committee seat effective April 2009. Ms. DePace has accepted a position with the Small Business Development Council precluding her ability to serve on the WIB. Executive Committee suggested a recognition for her hard work as a

chair and as a member of the current and past nominating committees was noted.

Attendance Sheet distributed and discussed. Questions: *Why does this version not have previous months attendance records showing? Is a rolling year or a fiscal or calendar year being used as the basis for taking action on members' lack of attendance? Can there be a clarification on what it is (the committee) is supposed to be looking at?* Member suggested that it makes sense for the sheet to reflect a rolling 12-month year. *The format for attendance sheet is different this time than in meetings past- Is this change going to stay? If so, why?*

3.3 **Nominations 2009-2010** – Chair thanked Terry Coltra for organizing and running the nominations committee. Liana Simpson, Alex Stillman, Janet DePace and Terry Coltra met to discuss nominees. Result of the nominations meeting includes a slate of nominees being presented to the Executive Committee for their consideration. The following slate and member actions will be forwarded to the next Full WIB meeting on April 17th:

- Chair Cedar Reuben appointed Bryan Plumley of Edward Jones Investments to fill the vacancy by Janet DePace.
- Bob Sampson of St. Joseph Hospital/Redwood Memorial Hospital nominated to be the Chair of the Full-WIB and Executive Committee.
- Margaret Gainer of Gainer and Associates nominated to fill a business vacancy on the Executive Committee, and, to be the Full-WIB Vice Chair for 2009-2010.
- Chair Cedar Reuben appointed Ahn Fielding of the College of the Redwoods to fill a public sector vacancy on the Executive Committee.

Motion by Terry Coltra to accept the appointments and nominations, second by Mark Lovelace. Passes unanimously. (NOTE: Margaret Gainer and Bob Sampson voted for others and not themselves for this action).

3.4 **Stimulus package** – Authority to spend resources effective February 17th, 2009. 1.45 million is the latest stimulus amount expected to come to the county for the adult, dislocated worker and youth programs. The primary focus is on the youth program as it is the first stimulus monies out the door. Pressure to do well with these first stimulus dollars, as they will be the first dollars scrutinized. 200+ youth are expected to be connected to stimulus summer jobs. Youth Program Operators can enroll youth into stimulus as of May 1st and must exit prior to September 30th, *unless* they are co-enrolled in formula programs. In that case, they can start sooner or end later than the stimulus program window. Current focus is on developing worksites for the youth. Staff reported we are seeking to identify “green” worksites through the Redwood Community Action Agency, the Redwood Energy Authority and a possible partnership with regional Green Corps projects. The telephone system to connect youth to YPOs is hitting some snags, but are expected to be overcome soon. A CCC subcontract is being scoped by staff with the hope of identifying regional projects for about 36 youth. A Job Readiness system for certifying youth as “job-ready” as a result of their summer job and a 24-hour class

component is being developed by StepUp and One Stop staff. A subcontract with the College of the Redwoods delivering the class is an anticipated result of this planning. Questions/comments from members: This is great, thought it would be a long time to get this ready. *When and how will the system rollout? Are the YPOs on board to get youth into classes? Is the system ready to be promoted as a device to command a higher wage from employers for workers with this certification?* Concern that youth learning work maturity skills from a book, especially attitude lessons, may not be as meaningful as close mentoring and guiding from an adult supervisor at the worksite. *Is marketing being focused on youth now so they understand this element of summer program?* We want to make sure the certification for an adult is the same certification for the youth. A concern from a couple of YPOs (from an earlier meeting that day) brought to members attention: Not all youth may be appropriate for a classroom-based job readiness component. This should be made mandatory for all youth. Make sure the system and experience is meaningful for youth - it may not fit all youth the same way. Updates will be made to the job readiness system at the May Executive Committee meeting.

- 3.5 **Policy and Procedures—** Supportive Services policy has added a needs-based payment element. Needs-based payments are allowed for adults and dislocated workers who have exhausted UI benefits. Question made if youth also have to have UI benefit exhausted before being eligible for needs-based payment. Staff responded that it is our interpretation that the UI requirement does not apply to youth, but has already posed the question to the State EDD Policy Unit for clarification. The main discerning feature between needs-based payments and other support services is that needs-based payments are in the form of cash assistance. **Motion** by Jon Sapper to accept the policy with changes, and forward to the Full-WIB for their adoption at their April 17th, 2009 meeting. Second by Terry Coltra.

Work Experience policy has added a definition for internship work experience and articulated hour ceilings for both work experience and Internship work experience opportunities. Work experience focuses more on developing work maturity (soft skills) and Internship work experience focuses more on career growth and development of corresponding occupational skills. **Motion** by Jon Sapper to accept the policy with changes, and forward to the Full-WIB for their adoption at their April 17th, 2009 meeting. Second by Margaret Gainer.

- 3.6 **Children's Environmental Health Research letter**— Chair requests authorization to sign and send letter of support on behalf of the WIB. Letter to support notion of children's materials to be developed in Humboldt County, in partnership with UC Davis. **Motion** by Margaret Gainer to authorize Chair to sign letter. Second by Bob Sampson.
- 3.7 **Full-WIB agenda**—*What topics are we looking at?* We'll have the slate of officers, appointments for approval. New WIB and Youth Council members up for approval. Not sure yet of the business presentation, but hoping for Short Sea Shipping. Member requested that there be a workforce implications discussion following the presentation. Policies and procedures will be placed in

the consent agenda. Discussion of having Janet DePace recognized with flowers at the Full-WIB meeting.

4. REPORTS

4.1 Staff - None

4.2 Youth Council - None

4.3 Job Market Operators –Update on Job Readiness work. Review of planned vs. actual matrix of Job Market use.

5. ANNOUNCEMENTS – HSU will be having a Green Jobs Fair at the Arcata Community Center on the weekend.

6. CLOSING – Meeting adjourned at 3:25 pm