



## Humboldt County Workforce Investment Board

**EXECUTIVE COMMITTEE MEETING**  
**Thursday • May 7, 2009 • 1:30 – 3:30 pm**  
**Prosperity! Center Conference Room**  
**520 E Street, Eureka, CA**

### MINUTES

**Members Present:** Cedar Reuben, Bryan Plumley, Terry Coltra, Maggie Gainer, Jon Sapper, Ahn Fielding

**Members Absent:** Mark Lovelace and Bob Sampson

**Others Present:** Emilia Bartolomeu, Connie Lorenzo, Joe Davey, Jacqueline Debets, Jose Quezada, and Sandy Alcaraz

#### 1. OPENING

- 1.1 Meeting was called to order at 1:36 pm by Chair-Cedar Reuben
- 1.2 Adjustments to the Agenda – None
- 1.3 Introductions – Introductions were made around the table

#### 2. PUBLIC COMMENT – None

#### 3. DISCUSSION and ACTION ITEMS

- 3.1 Minutes - Full WIB attendance will now be tracked by a rolling attendance sheet. **Motion** made by Terry Coltra, second by Jon Sapper, to approve minutes from the April 2<sup>nd</sup> meeting with changes as follows: questions regarding attendance sheet referred to staff for explanation at next meeting; so carried.
- 3.2 Membership – **Motion** made by Terry Coltra, second by Maggie Gainer to recommend the BOS appoint of John Frahm to the WIB and Clarissa Handy to the Youth Council; motion carried unanimously. **Motion** made by Maggie Gainer, second by Ahn Fielding, to recommend that the BOS re-appoint Ahn Fielding, Bryan Plumley, Sallie Speaker and Alex Stillman to the WIB; motion carries, Bryan Plumley abstains. Need 3 more private sector members to keep in compliance.
- 3.3 Stimulus package – Trying to do what is efficient in-house with our staff and helping to focus Youth Program Operators on case management. Laura Chancellor is getting close to 200 work sites set up. Need to pick up the pace on enrolling youth. Not every county, city or LWIA is willing to move quickly. We have frameworks in place to handle these stimulus funds. County of Humboldt will be the employer of record for the most part. Do we need to do a pre-evaluation *before* they actually begin work? We need to provide assessment upon enrollment; can incorporate into assessment phase of the process. **Motion** made by Terry Coltra, second by Ahn Fielding to approve staff recommendation on distribution of youth stimulus funding; motion carried unanimously.
- 3.4 Update policies: Incident Reporting and Work Experience – Incident Reporting - We had a finding on a minor point; changed wording on the report. Must file report with 24 hours even if all information isn't available. Is there a chance that policy language will conflict with subcontractors' policies? Could this be

problematic? The intent is for subcontractor's to comply with the same guidance that we have to comply with; Economic Development doesn't have policies or procedures. We could add "as specified" into the contract. Wouldn't that be covered under the scope? This is a very general statement not specific to incident reporting. This need to be revised completely. Use specific language; as it stands now it's too broad. At the end of the document we should have policies, procedures *and* contracts. A suggestion was made to assure the beginning part of the policy be made more complete. There needs to be direct language in the policy regarding compliance with incident reporting.

Work Experience – We have a situation where a participant has gone through a basic level of training and are now in the upper level training but operating at a higher level of skill; in a supervisory position. If you add incentives, they make less money than the people they are supervising. We want to be able to have these supervisors paid more, up to two dollars an hour above the base level wage. There is currently a cap at minimum wage. We've had flexibility but have not had the local body give it's authorization to pay more than minimum wage. The practice has been to keep wages at minimum, including the adult population. Is there a way to look at an incentive wage structure that could be built into the system? There is encouragement for incentives as well as stipend payments. Incentives are performance based; might work better and be easier for us to work with. These youth are already being paid to go through Work Experience. Quality and quantity of work could be a demonstrated effort. Are there changes we need to make to this document? This has to be based on comparable wages, work or workers; not minimum wage. Leadership Work Experience is commensurate to the job plus up to 20% increase. These policies are intended to continue on after the stimulus funds run out. We will be taking this to the Full WIB in June. We're talking about a Work Experience compensation policy; have other WIB's come across this? Is there time to get additional information before the next EC meeting? Staff will review and come back with answers at the next meeting.

- 3.5 June WIB meeting and June EC meeting – Good to continue featured speaker. Private sector speakers for the most part, lots going on in public sector as well. Job Market is going through change and they would like to present to the Full WIB at some point in time; possibly in October. Cedar will look into finding someone that fits into the green industry. Jacqueline will be putting in a grant proposal to Green Jobs Corps in June. Targets of Opportunity should be an easy link with this. Jacqueline is scheduled for vacation during our next Executive Committee meeting. Jon Sapper will be out of town as well. Let's get a draft of the policies out in plenty of time before the June meeting. Change the next meeting date to June 11 in order to have Jacqueline and Jon attend.

#### **4. REPORTS**

- 4.1 Staff – California WIB has asked Jacqueline to come to Sacramento and present an update on Occupations of Opportunity. Cedar will be attending as well as Ahn and possibly Terry. June 17<sup>th</sup> is the meeting date of the presentation. Virginia Hamilton, Cedar and Jacqueline have had a conversation about Cedar serving on the California WIB. Has there been a representative from Humboldt County before? No. Green Jobs Corps wants to put out \$1,000,000 to each region. Ours

is an extremely large area to deal with. How do we put together a workforce for energy efficient job building? First thing needed is to access and audit a home; opportunities for retrofit. Bring in youth to do free in home energy audits. The grant proposal is due May 25<sup>th</sup> with work to begin in June. Granges could be retrofitted; energy costs seem to be their biggest expense. Because they're historic structures it would be good to green the building but keep the historic value. Many times these structures are used as community centers. This type of work could attract people from out of the area and could be housed at CR in the dorms. Danco may be interested in partnering with us on this. Are you looping private business into this in some way? RCAA will be getting weatherization money to pay for some of this expense for those who are low income. What funding sources are available for this? This question could be asked during the inspection of the home. We will get workforce training money for this through WIB funding next year. Jon would like to present to the Full WIB the upcoming lack of workforce coming from the local high schools. The State's economy is bad; don't know if the initiatives will pass next week. The Governor is supportive of Community Colleges but cuts may be imminent. Our challenge is long term; things we can do locally that will pay off. Could ROP be a part of this Green Jobs Corps program? Absolutely.

4.2 Youth Council - None

4.3 Job Market Operators –

5. **ANNOUNCEMENTS** – Recruitment process is under way from the County for two Economic Specialist positions. Thank Connie Lorenzo for her work over at the Job Market. The Job Market has a proposal on the table to expand to the CR campus.
6. **CLOSING** – Meeting adjourned at 3:31 pm