



Humboldt County Workforce Development Board Executive Committee Meeting

**Location: Humboldt County Office of Education
Annex**

901 Myrtle Ave, Eureka, CA 95501

January 30, 2026 9:00AM

Public Attendance Options:

In Person at address listed above.

Virtual via Teams You may access the live stream of the meeting by using the following link:

[https://teams.microsoft.com/l/meetup-join/19:meeting_ZWRkMDExZTctZWU4Ny00ZTgzLTlkNDktYWQzOWMxNzYwNWZh%40thread.v2/0?context={\"Tid\": \"c00ae2b6-4fe8-44f1-9863-7b1adf4b27cb\", \"Oid\": \"1c523ba8-f658-4c84-ace2-83ac8856d469\"}](https://teams.microsoft.com/l/meetup-join/19:meeting_ZWRkMDExZTctZWU4Ny00ZTgzLTlkNDktYWQzOWMxNzYwNWZh%40thread.v2/0?context={\)

Meeting ID: 293 208 241 989

Passcode: VMsr7A

Email Public Comment: To submit public comment to the Full Workforce Development Board, please email workforce@co.humboldt.ca.us. Provide your name and the agenda item which you wish to comment. All public comment submitted after the agenda has been published will be included with the administrative record after the fact.

Virtual Public Comment: When it is time for public comment on the item you wish to speak on,

the Workforce Development Board Chair will ask for public comment. You may virtually raise your hand using the raise hand function on Teams and staff will unmute your phone. Staff will then ask you to state your name and begin your comment. You will have 3 minutes to comment.

Phone Public Comment: You may call into the meeting by dialing **1 949 508 0813** and entering using meeting Webinar ID **761 675 980#**. When it is time for public comment on the item you wish to speak on, the Workforce Development Board Chair will ask for public comment. Staff will unmute phone lines and you may introduce yourself and express your desire to speak. Staff will then ask you to state your name and begin your comment. You will have 3 minutes to comment.

ADA Accommodations:

The County of Humboldt is committed to providing equal access to all county programs, services, and activities through the provision of accommodations for individuals with disabilities as required under the Americans with Disabilities Act (ADA). With 72 hours prior notice, a request for reasonable accommodation or modification can be made. Please contact the CAO's Office of Economic Development at 707-445-7745, by email gohumco@co.humboldt.ca.us or the ADA Coordinator at 844-365-0352 or by email at ada@co.humboldt.ca.us.

1. Opening

1.a. Meeting Called To Order

1.b. Roll Call

1.c. Adjustments To The Agenda

1.d. Public Comment On Non-Agenda Items

2. Consent Items

1. Public Comment

2. Action

2.a. Attendance Review

Documents:

[Meeting Attendance Review.pdf](#)

2.b. Grant Tracking

Documents:

[Grant Detail for Board.pdf](#)

2.c. Meeting Minutes For October 31, 2025

Documents:

[Draft 10_31_2025 - Minutes.pdf](#)

3. Items Pulled From Consent

4. Action Items

4.a. **Full Board Draft Agenda For February 27, 2026**

1. Discussion
2. Public Comment
3. Action

Recommended Action Approve the draft agenda for the full board meeting on February 27, 2026.

Documents:

[Draft HCWDB Agenda - 02_27_2026.pdf](#)

4.b. **HCWDB Applications**

1. Discussion
2. Public Comment
3. Action

Recommended Action Approve the applications to be brought to the full board for review.

Documents:

[Hwang, SH HCWDB Application_Redacted.pdf](#)
[HCWDB Member Application - Emery_Redacted.pdf](#)
[2025-2026 HCWDB Composition.pdf](#)

5. **Discussion Items**

5.a. **California Workforce Development Board (CWDB) North State Representative**

1. Discussion
2. Public Comment

5.b. **Director And Staff Updates**

1. Discussion
2. Public Comment

5.c. **Future Agenda Items**

1. Discussion
2. Public Comment

Documents:

[HCWDB Future Agenda Items.pdf](#)

6. **Adjourn**

Executive Committee																									
Meeting Dates 2023-2025	18-Aug-23	20-Oct-23	17-Nov-23	15-Dec-23	12-Jan-24	16-Feb-24	11-Mar-24	22-Mar-24	19-Apr-24	17-May-24	21-Jun-24	23-Aug-24	27-Sep-24	31-Oct-24	22-Nov-24	21-Feb-25	21-Mar-25	25-Apr-25	16-May-25	20-Jun-25	25-Jul-25	29-Aug-25	26-Sep-25	31-Oct-25	21-Nov-25
Michelle Bushnell	X	X	EX	X	EX	EX	X	X	UE	X	EX	X	X	X	EX	X	X	EX	EX	EX	X	X	X	X	X
Rex Bohn	X	EX	X	EX	EX	EX	EX	EX	EX	EX	X	EX	X	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX
Cindy Bumgarner										UE		X	X	UE	X	EX	X	X	UE	EX	UE	UE	UE		
Lee Cunningham	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	UE	UE	X	X	X	X
Daniel Dixon	X	X	X	X	X	X	X	X	X	EX	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Madison Flynn	X		EX			X				X					UE	X					X	X	X	X	X
Dennis Leonardi	X	X	X	X	X	X	X	X	X	X	X	X	X	X	EX	X	X	X	X	X	X	X	X	X	X
John McEntagart	EX		X			X				X		EX			X	X			X		EX	EX	X	EX	EX
Shelley Nilsen	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	EX	X
Kerry Venegas	X	X	X	X	UE	X	EX	X	X	X	X	X	X	X	X	EX	X	X	X	X	X	EX	EX	X	X

Full Board																							
	18-Aug-23		17-Nov-23		16-Feb-24		17-May-24		23-Aug-24		22-Nov-24	21-Feb-25		16-May-25	20-Jun-25	25-Jul-25	29-Aug-25	26-Sep-25	31-Oct-25	21-Nov-25			
Chris Albright							X		X		X	X		X			EX			X			
Swan Asbury	X		X		EX		UE		X		X	X		EX			EX			EX	X		
Kenneth Carswell	EX		X		X		EX		EX		X	UE		X			UE			X			
Leslie Castellano	X		X		X		X		X		X	EX		X			X			X			
Amber Cavanaugh												V					EX			X			
Rosemary Den Ouden	X		X		EX		X		X		X	V		EX			EX			X			
James Forbes	X		X		X		X		X		X	X		X			X			X			
Cody Frietas									X		X	X		X			X			X			
Michelle Glancy												X		X			X			X			
Gary Huddle	EX		X		X		X		X		EX	X		X			X			X			
Jeff Hunerlach	X	X	EX	EX	X	X	X	X	EX	X	EX	EX	EX	EX	X		UE			X			
Danny Kelley												X					X			X			
Kevin Lennox			X		X		X		X		EX	EX		X			X			X			
Claudia Obera De Luna																				X			
Cedar Reuben	X	X	X	X	X	X	X	X	EX	X	X	X	X	X	X	X	X			EX			
Treston Shull	EX		X		X		X		X		X	X		EX			EX			X			
Aaron Sweat					EX		X		X		X	X		X			EX			X			
Scott Thompson									UE		X	X		X			UE			UE			
Tanya Trump	X		EX		X		X		X		EX	EX		X			X			X			
Ashley Vellis							X		X		X	X		X			X			EX			
Matthew Ziesak																				X			

- Key**
- Special Meeting
 - Excused Absence (notified 24+hrs in advance of meeting)
 - Unexcused Absence (less than 24 hrs notice or no communication regarding absence)
 - 3 or more consecutive meetings missed
 - No meeting/not yet a member
 - X = present in person, V = present virtually

Annual Formula Allocations							
Program Name	Grant Round/Term	Program Detail	Funder	Allocation Total	Expenditures to Date	Partners	Program Update
Adult	AA5 (7/1/24-6/30/26)	Individualized career and training services to those over the age of 24 with priority going to veterans and their spouses, recipients of other public assistance, those of whom are low income, and/or who are basic skills deficient.	Employment Development Department	\$ 377,977.00	\$ 329,833.28		AA5 spendown on track and moved into round two.
	AA6 (4/1/25-6/30/27)			\$ 493,753.00	\$ 74,795.72		AA6 spendown has started.
Youth	AA5 (4/1/24-6/30/26)	Individualized career and training services to those between the ages of 16-24 if they are out-of-school and 14-21 if they are in-school. Youth participants must also face barriers to employment such as dropping out of school, incarceration, houselessness, foster care placement, low-income household, etc.	Employment Development Department	\$ 442,639.00	\$ 384,551.99	Mattole Restoration Council, Dream Quest	AA5 spendown on track.
	AA6 (4/1/25-6/30/27)			\$ 568,184.00	\$ -		AA6 funds not started.
Dislocated Worker	AA5 (7/1/24-6/30/26)	Individualized career and training services to adult populations who are displaced and face a number of barriers such as exhausted unemployment insurance and unable to return to the industry, facility closure, unemployed from self-employment due to economic conditions, displaced homeworkers, and/or veteran spouses who face barriers to employment due to duty relocation.	Employment Development Department	\$ 277,184.00	\$ 273,006.77		AA5 spendown on track and moved into round two.
	AA6 (4/1/25-6/30/27)			\$ 362,750.00	\$ 71,186.98		AA6 spendown has started.
Rapid Response Layoff Aversion	AA5 (7/1/24-6/30/26)	The primary purpose of Rapid Response Layoff Aversion is to work with businesses to prevent layoffs altogether by providing labor market and workforce information, integrating industry requirements into training strategies and career pathways, brokering relationships and job connections, making services efficient and easy to access and coordinating with regional partners to reduce duplication.	Employment Development Department	\$ 61,298.00	\$ 44,176.69		Round one complete, ppend down on track for round 2 AA5.
	AA6 (4/1/25-6/30/27)			\$ 65,085.00	\$ -		AA6 funds not started.
Rapid Reponse	AA5 (7/1/24-6/30/26)	The primary purpose of Rapid Response is to enable affected workers to return to work quickly following a layoff by providing wrap around resources to them.	Employment Development Department	\$ 208,440.00	\$ 196,371.06		Round one complete, ppend down on track for round 2 AA5. This includes encumbrances for planned projects.
	AA6 (4/1/25-6/30/27)			\$ 172,190.00	\$ -		AA6 funds not started.

Competitive Grants							
Program Name	Grant Term	Program Detail	Funder	Allocation Total	Expenditures to Date	Partners	Program Update
Quality Jobs, Equity, Strategy, and Training Disaster Recovery Notional Dislocated Worker Grant (QUEST NDWG)	10/1/22-9/30/25	Individualized career and training services to workers disproportionately displaced by the COVID-19 pandemic who are interested in entering high-demand jobs.	Employment Development Department	\$ 250,000.00	\$ 250,000.00	College of the Redwoods, Cal Poly Humboldt	Grant spent.
Regional Equity and Recovery Partnerships Grant (RERP)	5/31/23-12/30/26	A partnership with College of the Redwoods and the HCWDB to create a high-road pipeline for those wishing to enter aquaculture.	California Workforce Development Board	\$ 500,000.00	\$ 462,949.32	College of the Redwoods, Cal Poly Humboldt, Blue Lake Rancheria	Spending winding down as participants exit and transition to other funding sources.
Public Workforce Capacity Fund	1/1/25-6/30/26	To advance racial equity by addressing barriers to serving communities of color, supporting low-income workers and their families, and promoting quality job creation within our community over the next two years.	James Irvine Foundation	\$ 500,000.00	\$ 209,423.24	Northern California Indian Development Council	Spending is on track. This includes encumbrance for partner agency.
Disability Access, Equity, and Inclusion Grants	10/22/25-4/30/27	Local Workforce Development Area (LWDA) Administrators to participate in a collaborative project to serve people with disabilities in America's Job Centers of California (AJCC). Projects will work towards lasting systems change that results in increased collaboration between Workforce Innovation and Opportunity Act (WIOA) Title I and IV programs and increased employment and career advancement for individuals with disabilities across California.	Employment Development Department	\$ 600,000.00	\$ 23,296.66	Department of Rehabilitation	Spending has started as admin begins preparations to admit participants.

1. Opening

1.a. Meeting Called To Order

- Meeting called to order at 9:02 a.m.

1.b. Roll Call

- Dennis Leonardi
- Michelle Bushnell
- Lee Cunningham
- Daniel Dixon
- Madison Flynn
- Kerry Venegas - 9:07 a.m.

1.c. Adjustments To The Agenda

- A third HCWDB application was added to the "HCWDB Applications" action item.

1.d. Public Comment On Non-Agenda Items

2. Consent Items

1. Public Comment
 1. None.

2. Action

1. Member Dixon moved to approve the consent items. Chief Local Elected Official (CLEO) Bushnell seconded the motion. Consent items were approved unanimously.

2.a. Attendance Review

2.b. Grant Tracking

2.c. Meeting Minutes For September 26, 2025

3. Items Pulled From Consent

4. Action Items

4.a. Offshore Wind Studies

1. Discussion

1. Offshore wind studies were reviewed by the Executive Committee for their approval to bring to the full board for acceptance.

2. Public Comment
 1. None.

3. Action

1. CLEO Bushnell moved to accept the offshore wind studies and bring the studies to the full board for their acceptance. Member Dixon seconded the motion. Motion passed 6:0.

4.b. Caltrans Clean California Community Cleanup And Employment Pathways Grant Program

1. Discussion
 1. Staff introduced an opportunity from College Futures for further work experience for youth summer employment in environmental remediation, sourcing approximately 28 youth participants from various agencies in Humboldt County.
2. Public Comment
 1. None.
3. Action
 1. CLEO Bushnell moved to direct HCWDB staff to apply for the grant in partnership with Redwood Community Action Agency. Member Flynn seconded the motion. Motion passed 6:0.

4.c. **College Futures Unlocking Economic Mobility For Adult Learners Funding Opportunity**

1. Discussion
 1. HCWDB staff introduced a letter of intent for a grant opportunity for adult learners through College Futures.
2. Public Comment
 1. None.
3. Action
 1. CLEO Bushnell moved to direct HCWDB staff to apply for the grant in partnership with College of the Redwoods. Member Venegas seconded the motion. Motion passed 6:0.

4.d. **HCWDB Applications**

1. Discussion
 1. Members reviewed applications for: Jared Mumm, who would represent a labor union seat on the board; Justin Takata, who would represent a healthcare seat on the board; and Jada Brotman, who would represent a building/construction seat on the board.
2. Public Comment
 1. None.
3. Action
 1. CLEO Bushnell moved to approve the HCWDB applications to be brought to the full board for their review. Member Dixon seconded the motion. Motion passed 6:0.

4.e. **Executive Committee Nominations**

1. Discussion
 1. Full board member Freitas was nominated in member McEntagart's place on the Executive Committee due to scheduling conflicts. In addition, the higher education seat on the Executive Committee has exceeded the limit of absences, nominating full board member Cavanaugh to take the place of that seat.
2. Public Comment
 1. None.
3. Action
 1. CLEO Bushnell moved to approve the nominations for the labor union and higher education seats for review by the full board. Member Venegas seconded the motion. Motion passed 6:0.

4.f. **November 2025 Full Board Draft Agenda**

1. Discussion
 1. The Executive Committee decided on these items as follows for the next full board meeting on November 21, 2025:
 1. Workers Compensation Presentation
 2. Offshore Wind Studies
 3. Technology Sector Presentation

4. Harbor District Presentation
5. Nordic Aquafarms Statement
2. Public Comment
 1. None.
3. Action
 1. CLEO Bushnell moved to approve the draft agenda for the next full board meeting. Member Venegas seconded the motion. Motion passed 6:0.

5. Discussion Items

5.a. Director And Staff Updates

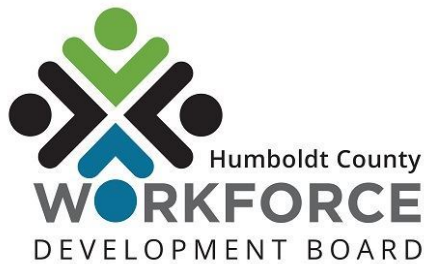
1. Discussion
 1. Staff provided the following updates:
 1. The Caltrans heavy equipment operator program was a success. There is potential for a CDL Class A partnership with Jiffy Trucking School for those interested in truck driving.
 2. Staff met with healthcare representatives and discussed upskill training and incumbent worker training. Staff are also working with Providence for trauma informed care worker training for ICU and ER healthcare staff with the goal of increased pay and upward mobility in job positions.
 3. Staff met with people in the technology sector and Open AI to discuss how artificial intelligence pertains to the workforce, as well as environmental and cultural impacts.
 4. Annual monitoring for the fiscal staff was conducted with no findings and positive reviews.
 5. Equal Employment Opportunity (EEO) from local and state representatives was conducted with no findings and positive reviews.
 6. Local and Regional Plans were approved with no comments from the state.
 7. Subsequent Designation for board function were approved with no conditions.
 8. The Healthcare and Workforce Summit was successful where meaningful connections and productive conversations were had. An executive summary will be released to the board and attendees.
 9. America's Job Center of California (AJCC) Communities of Practice (CoP) has been holding regular meetings for those who operate job centers for strengthening the statewide community.
2. Public Comment
 1. None.

5.b. Future Agenda Items

1. Discussion
 1. The following items will be added to the future agenda items list:
 1. Private business seat representation and dual roles on the board composition
 2. Caltrans Last Chance Grade bid
 3. College of the Redwoods Truck Driving program presentation
 4. Work experience logistics for truck driving placements
2. Public Comment
 1. None.

6. Adjourn

- Meeting was adjourned at 10:18 a.m.



Humboldt County Workforce Development Board Meeting

**Location: Humboldt County Office of Education Annex
901 Myrtle Ave, Eureka, CA 95501
February 27, 2026 9:00 a.m.**

Public Attendance Options:

In Person at address listed above.

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Join the meeting now

Meeting ID: 293 208 241 989

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A. **Opening**

A.1. **Call To Order**

A.2. **Roll Call**

A.3. **Adjustments To The Agenda**

A.4. **Public Comment On Non-Agenda Items**

B. **Consent Items**

1. Public Comment

2. Action

B.1. **Attendance Review**

B.2. **Grant Tracking**

B.3. **Meeting Minutes For November 21, 2025**

C. **Items Pulled From Consent**

D. **Action Items**

D.1. **HCWDB Applications**

1. Discussion

2. Public Comment

3. Action

Recommended Action Approve application for review by full HCWDB.

Documents:

[Hwang, SH HCWDB Application_Redacted.pdf](#)
[HCWDB Member Application - Emery_Redacted.pdf](#)

E. **Discussion Items**

E.1. **Business Services Subcommittee**

1. Discussion

2. Public Comment

E.2. **Humboldt Builders Exchange**

1. Discussion

2. Public Comment

E.3. **Presentation From Technology Sector**

1. Discussion

2. Public Comment

E.4. **Worker's Compensation Access**

1. Discussion

2. Public Comment

E.5. **Working Waterfront**

1. Discussion

2. Public Comment

E.6. Quarterly Job Market Report

1. Discussion
2. Public Comment

E.7. Chief Local Elected Official Report Out

1. Discussion
2. Public Comment

E.8. Director And Staff Updates

1. Discussion
2. Public Comment

E.9. Future Agenda Items

1. Discussion
2. Public Comment

F. Adjourn



APPLICANT QUESTIONNAIRE

1. Meetings of the Workforce Development Board shall be called and held pursuant to the provisions of the Ralph M. Brown Act.

Have you ever been participated on a board or committee that adheres to the Brown Act?

Yes ___ No If yes, which one? _____

2. Appointment to the Humboldt County Workforce Development Board is a commitment for a two-year term starting the date of appointment by the Board of Supervisors through June 30th of the following fiscal year. If appointed to the Workforce Development Board, you are expected to attend meetings quarterly. Each meeting of the full Workforce Development Board is approximately three hours long. **If appointed to the Workforce Development Board, do you agree to attend these meetings?**

Yes No ___

3. Upon appointment to the board, you will be provided with a copy of the current Workforce Development Board bylaws.

Do you agree to review and adhere to the Workforce Development Board bylaws? Yes No ___

4. Attendance expectations are outlined in the bylaws. Members of the board must not miss more than three consecutive meetings unless excused and no more than five consecutive meetings, whether excused or unexcused, to maintain your seat on the board. Attendance is tracked, reviewed and recorded in the minutes for each meeting. Failure to adhere to the attendance guidelines may result in termination from the Board. If you expect to be absent from a meeting that you must notify the Chair of the Board and/or the Executive Director of the intended absence by no later than 5:00PM the day prior to the scheduled meeting, to be considered excused.

Do you agree to properly notify staff if you are unable to attend a scheduled meeting? Yes No ___

Do you understand the attendance expectations for this Board? Yes No ___

5. Applicants selected for appointment will be required to submit a Form 700: Statement of Economic Interest, annually

Do you agree to file the Form 700 annually and disclose any conflict of interest? Yes No ___

For more information on the Form 700 please go to: www.fppc.ca.gov/Form700.html

FOR OFFICE USE ONLY:

Date Rec'd:

Staff:

Submittal Date:



APPLICATION FOR APPOINTMENT

PART I – Personal Information			
Applicant Name (Last, First, and Middle Initial) Hwang, Sei Hee	Home Telephone [REDACTED]	E-Mail Address [REDACTED]	
Mailing Address [REDACTED]	City [REDACTED]	State [REDACTED]	Zip [REDACTED]
Residence Address (if different from mailing address) 1019 O Street	City Arcata	State CA	Zip 95521
Name of Business, Agency, or Tribe Cal Poly Humboldt - College of Extended Education	Occupation/Title Interim Associate Dean		
Business Address 1 Harpst Street	City Arcata	State CA	Zip 95521
Business Phone 707-826-3732	Business Fax		

Please provide three references (name, phone # and e-mail)

1.	Shawna Young, [REDACTED]	
2.	Betsy Rogers, [REDACTED]	
3.	Chris Hopper, [REDACTED]	

Please indicate which industry you represent.

PRIVATE INDUSTRY (please specify which sector you represent)

- Diversified Health Care
- Building and Systems Construction
- Management and Innovation Services
- Forest Products
- Other:

- Specialty Food, Flowers, and Beverages
- Investment Support Services
- Niche Manufacturing
- Tourism

PUBLIC INDUSTRY (please specify which sector you represent)

- Wagner-Peyser
- Board of Supervisors Representative
- Assembly/State Representative
- Education (specify)
 - Adult
 - K-12

- Public Economic Development Agency
- Vocational Rehabilitation
- Labor Union
- Higher Education

- Community Based Organization (specify)
 - Native American employment development
 - Address Barriers to Employment

- Childcare
- Youth employment, training, or education

PART II – Guidelines

The following guidelines have been developed to assist the Board of Supervisors in the process of recruiting and appointing new Workforce Development Board members.

To become a member of the Workforce Development Board, you must:

1. Represent the sector for which you are applying (be an owner of a business, a chief executive/operating officer of a business or agency, or other business executive or employer with optimum policy making or hiring authority).
1. Secure a Nomination. A nomination must be secured prior to submitting this application by completing Part III below. Guidelines for nominations are as follow:
Private Sector seats require a formal nomination by an open-membership business organization, a sitting WDB business member or a business trade association, or an agency board of directors.
Labor Union seats require a formal nomination from a local labor federation.
All other seats require a nomination from a senior executive from the agency or institution of employment or affiliation.
2. Forward the completed application to:
Workforce Development Board
825 5th Street
Eureka, CA 95501
Attn: Workforce Development Coordinator
workforce@co.humboldt.ca.us

Selected applicants will be required to file Form 700: Statement of Economic Interest, annually.

For questions or additional information, please call (707)445-7745
or visit our website: <https://www.gohumco.com/162/HC-WDB-Meetings-and-Governance>

PART III – Nomination

PLEASE NOTE: All applicants must secure the nomination and signature as described in Part II - #2 above, prior to submitting the application to the Workforce Development Board.

Cal Poly Humboldt

(Agency/Organization/Association Name)

hereby formally nominates

Sei Hee Hwang

(Applicant's Name)

for appointment to the Workforce Development Board of Humboldt County

Jenn Capps

Jenn Capps (Dec 5, 2025 14:36:03 PST)

12/05/2025

Signature of Senior Executive of Nominating Agency

Date

Jenn Capps

Provost & Vice President for Academic Affairs

Print Name

Title

PART IV – Applicant Certification and Signature

I hereby certify all answers and statements are true and complete to the best of my knowledge. I understand the County may verify information and that untruthful or misleading answers are cause for rejection of this application.

Sei Hee Hwang

12/08/2025

Signature of Applicant

Date



APPLICANT QUESTIONNAIRE

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Yes ___ No If yes, which one? _____

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If appointed to the Workforce Development Board, do you agree to attend these meetings?

Yes No ___

3. Upon appointment to the board, you will be provided with a copy of the current Workforce Development Board bylaws.

Do you agree to review and adhere to the Workforce Development Board bylaws? Yes No ___

4. Attendance expectations are outlined in the bylaws. Members of the board must not miss more than three consecutive meetings unless excused and no more than five consecutive meetings, whether excused or unexcused, to maintain your seat on the board. Attendance is tracked, reviewed and recorded in the minutes for each meeting. Failure to adhere to the attendance guidelines may result in termination from the Board. If you expect to be absent from a meeting that you must notify the Chair of the Board and/or the Executive Director of the intended absence by no later than 5:00PM the day prior to the scheduled meeting, to be considered excused.

Do you agree to properly notify staff if you are unable to attend a scheduled meeting? Yes No ___

Do you understand the attendance expectations for this Board? Yes No ___

5. Applicants selected for appointment will be required to submit a Form 700: Statement of Economic Interest, annually

Do you agree to file the Form 700 annually and disclose any conflict of interest? Yes No ___

For more information on the Form 700 please go to: www.fppc.ca.gov/Form700.html

FOR OFFICE USE ONLY:

Date Rec'd:

Staff:

Submittal Date:



APPLICATION FOR APPOINTMENT

PART I – Personal Information			
Applicant Name (Last, First, and Middle Initial) Ciara Emery	Home Telephone [REDACTED]	E-Mail Address [REDACTED]	
Mailing Address [REDACTED]	City [REDACTED]	State [REDACTED]	Zip [REDACTED]
Residence Address (if different from mailing address)	City	State	Zip
Name of Business, Agency, or Tribe Blue Lake Rancheria	Occupation/Title Executive Director Econ Dev		
Business Address 1 Aiyekwee Loop	City Blue Lake	State CA	Zip 95585
Business Phone 707 713 9696	Business Fax 707 668 4272		

Please provide three references (name, phone # and e-mail)

1. Jason Ramos, [REDACTED]	
2. John Driscoll, [REDACTED]	
3. Lindsay Righter [REDACTED]	

Please indicate which industry you represent.

PRIVATE INDUSTRY (please specify which sector you represent)

- Diversified Health Care
- Building and Systems Construction
- Management and Innovation Services
- Forest Products
- Other:

- Specialty Food, Flowers, and Beverages
- Investment Support Services
- Niche Manufacturing
- Tourism

PUBLIC INDUSTRY (please specify which sector you represent)

- Wagner-Peyser
- Board of Supervisors Representative
- Assembly/State Representative
- Education (specify)
 - Adult
 - K-12

- Public Economic Development Agency
- Vocational Rehabilitation
- Labor Union
- Higher Education

- Community Based Organization (specify)
 - Native American employment development
 - Address Barriers to Employment

- Childcare
- Youth employment, training, or education

PART II – Guidelines

The following guidelines have been developed to assist the Board of Supervisors in the process of recruiting and appointing new Workforce Development Board members.

To become a member of the Workforce Development Board, you must:

1. Represent the sector for which you are applying (be an owner of a business, a chief executive/operating officer of a business or agency, or other business executive or employer with optimum policy making or hiring authority).
1. Secure a Nomination. A nomination must be secured prior to submitting this application by completing Part III below. Guidelines for nominations are as follow:
Private Sector seats require a formal nomination by an open-membership business organization, a sitting WDB business member or a business trade association, or an agency board of directors.
Labor Union seats require a formal nomination from a local labor federation.
All other seats require a nomination from a senior executive from the agency or institution of employment or affiliation.
2. Forward the completed application to:
Workforce Development Board
825 5th Street
Eureka, CA 95501
Attn: Workforce Development Coordinator
workforce@co.humboldt.ca.us

Selected applicants will be required to file Form 700: Statement of Economic Interest, annually.

For questions or additional information, please call (707)445-7745
or visit our website: <https://www.gohumco.com/162/HC-WDB-Meetings-and-Governance>

PART III – Nomination

PLEASE NOTE: All applicants must secure the nomination and signature as described in Part II - #2 above, prior to submitting the application to the Workforce Development Board.

Blue Lake Rancheria

(Agency/Organization/Association Name)

hereby formally nominates

Ciara Emery

(Applicant's Name)

for appointment to the Workforce Development Board of Humboldt County

Anita Huff

Signature of Senior Executive of Nominating Agency

1/14/2020

Date

Anita Huff

Print Name

Tribal Administrator

Title

PART IV – Applicant Certification and Signature

I hereby certify all answers and statements are true and complete to the best of my knowledge. I understand the County may verify information and that untruthful or misleading answers are cause for rejection of this application.

[Signature]

Signature of Applicant

1/14/2020

Date

WIOA Required	Humboldt County Workforce Development Board Composition			Add to Total
I. Representatives of Business				
	Building and Systems Construction	Granite Construction Company	Gary Huddle	1
	Building and Systems Construction	O&M Industries	Chris Albright	1
	Building and Systems Construction	Humboldt Builders' Exchange	Jada Brotman	1
	Commercial Real Estate	Security National Properties	Kenny Carswell	1
	Diversified Healthcare	Independent Physicians Association	Rosemary Den Ouden	1
	Diversified Healthcare	Open Door Health Centers	Michelle Elaine Glancy	1
	Diversified Healthcare	Providence Humboldt County	Justin Takata	1
	Investment Support Services	Humboldt Investment Capital, LLC	Cedar Reuben	1
	Investment Support Services	Kingsview Partners	Daniel Dixon	1
	Management Innovation Services	Express Employment Professionals	Shelley Nilsen	1
	Manufacturing	Bay Tank Metals	Lee Cunningham	1
	Specialty Food, Flowers and Beverage	Leonardi Dairy	Dennis Leonardi	1
	Specialty Food, Flowers and Beverage	Ashley's Seafood	Ashley Vellis	1
	Specialty Food, Flowers and Beverage	Nordic Aquafarms	Scott Thompson	1
	Tourism	Humboldt Bay Social	Aaron Sweat	1
			Vacant	
			Vacant	
			Vacant	
			Vacant	
			Vacant	
			I. Category Sub-Totals	15
II. Workforce Representatives				
SHALL	Labor Union	UFCW Local 5	Kevin Lennox	1
	Labor Union	Local Labor Union 290	Matt Ziesak	1
	Labor Union	Laborer's Local 324	Treston Shull	1
	Labor Union	IBEW Local 551	John McEntagart	1
	Labor Union	IBEW Local 551	Jared Mumm	1
	Labor Union	Operating Engineers Local #3 Union	Cody Freitas	1
	CBO addresses employment, training, education for eligible youth	Blue Lake Rancheria	Ciara Emery	1
	CBO addresses employment, training, education for eligible youth	Northern CA Indian Development Council	Madison Flynn	1
				II. Category Sub-Totals
III. Education and Community Development Entities				
SHALL	Adult Education	Cal Poly Humboldt	Sei Hee Hwang	1
	Institution of Higher Education Offering Workforce Investment Activities	College of the Redwoods	Amber Cavanaugh	1
	Wagner-Peyser Act	CA Employment Development Department	Claudia Obara De Luna	1
	Vocational Rehabilitation	CA Department of Rehabilitation	James Forbes	1
	Economic and Community Development	City of Eureka- Economic Development	Swan Asbury	1
			III. Category Sub-Totals	5
IV. Local Area representatives appointed by BOS				
MAY	Chief Elected Official (BOS)	Humboldt County Board of Supervisors	Steve Madrone, Michelle Bushnell (Alt.)	1
	K-12 Education	Humboldt County Office of Education	Tanya Trump	1
	Federally funded serving low income			0
	State elected representative			0
	Former Youth Council Board Member to serve on the Executive Committee			0
			IV. Category Sub-Totals	2
V. Up to 3 representatives from CBO or businesses that provide any of the following services				
MAY	Native American Employment Development			0
	Child Care non-profit	Changing Tides Family Services	Kerry Venegas	1
	Employees people with disabilities			0
	Serves youth employment, training or education	Ink People	Leslie Castellano	1
	Trains people with barriers			0
			IV. Category Sub-Totals	2
	WIOA Required		I.thru IV. Category Sub-Totals	32
	WIOA optional, but deemed important in Humboldt		Total Private Sector Representatives	15
	Not Meeting WIOA Requirement		Total Workforce Representatives	8
	Meeting WIOA Requirement		51% Private Business	47%
	New HCWDB Applicant at Ex Comm Review		20% Workforce (Labor/CBO)	25%
	New HCWDB Applicant at Full Board Review		15% Workforce (Labor Union)	19%
	VACANT SEAT			
	Pending Retirement from HCWDB			
	Pending BOS Ratification			

	Future Agenda Item
Project Updates	St. Joseph Emergency Room Status
	COREHub Updates
Workforce & Economic Development	Difference Between Labor Union and Open Shops
	Grant Funding Opportunities and Cost Benefits Analysis
	Top Employers
	Workers' Compensation Accessibility for Support of Local Workforce
	Workforce Study
	Analyze Other Grant Options
	Budgeting: Travel Spending Cap
	Community Benefits - BOEM
	Humboldt Builders Exchange
	Changing Tides Family - Federal funding updates
	Dental Provider Accessibility for Support of Local Workforce
	Health Certification Standards, Alignment for County and State
	Contingency Fund for AJCC Clients Program Completion
	Undocumented Worker Support
Collaboration & Partnerships	Housing: Varied Incomes, Market Rates, Developer Perspectives
Board Operations & Training	Staffing Agreement
	Brown Act Training (specific to Bylaws)
	Chief Local Elected Official Role & Reporting
	Potential for Non-Profit Organization/Structure
	Annual Notification/Reminder of Attendance Requirements
	Board Engagement Strategies
Presentations & Reports	PG&E
	Tip of the Spear
	Municipality Involvement
	Fishermen's Dockside Market and Fishing Industry
	Project Labor Agreements - Pros & Cons
	Kin Nim regarding City Build
	Transmission Report from Harbor District Terminal
	McKinleyville Town Center Plan & Relation to Life Plan Humboldt
	Technology Sector - Artificial Intelligence
	Nonprofit Sector Role and Involvement with Workforce
Logistics & Administration	Public Relations & Marketing Options
	Strategies to Keep Wind Taxes Local
Recurring Items	Headwaters Fund liaison Report Out
	Labor Market Updates - Quarterly
	Industry Sector - Quarterly