



COUNTY OF HUMBOLDT

For the meeting of: 10/21/2025

File #: 25-731

To: Board of Supervisors

From: County Administrative Office

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Update to the Humboldt County Workforce Development Board Bylaws

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve updates to the Humboldt County Workforce Development Board Bylaws for Fiscal Years 2025-26 through 2029-30.

STRATEGIC PLAN:

This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Workforce & Operational Excellence

Strategic Plan Category: 3001 - Support a well-trained workforce

DISCUSSION:

The Humboldt County Workforce Development Board (HCWDB) receives its authority from Section 107(a) of the Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128. To formalize the governance structure, operational procedures and responsibilities of the HCWDB, a set of bylaws was originally drafted and adopted in 2001. In accordance with best practices and regulatory guidance, these bylaws are reviewed and updated every four years to ensure they remain relevant and effective.

On Jan. 18, 2023, the HCWDB Executive Committee authorized the formation of a Bylaw Review Ad Hoc. This committee was tasked with conducting a comprehensive review and update of the bylaws to improve clarity, promote operational efficiency, and ensure alignment with current federal, state and local laws and policies.

Following an extensive review and revision process, the HCWDB approved the updated bylaws at its regularly scheduled meeting on Feb. 21, 2025. These revised bylaws are intended to govern the Board's operations for the fiscal years, spanning 2025-26 through 2029-30. Updates to the bylaws include ensuring naming convention consistency, clarify HCWDB authority per WIOA law and Board of Supervisors oversight, insert appropriate citations referencing WIOA law, update to Rosenberg's Rules, and explicitly detail appointment and nomination processes.

The updated bylaws are now being presented to your Board for review and approval.

SOURCE OF FUNDING:

Economic Development Workforce Development (1120287)

FINANCIAL IMPACT:

The financial impact related to this item is minimal and is associated to the staff time to prepare the agenda item.

STAFFING IMPACT:

This agenda item does not have an impact on staffing levels.

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose to not approve the updated Humboldt County Workforce Development Board's bylaws. However, this is not recommended as the bylaw updates provides more efficiencies in how the HCWDB functions as well as updates required by the State.

ATTACHMENTS:

1. HCWDB Bylaws 2025-2030 Redline
2. HCWDB Bylaws 2025-2030

PREVIOUS ACTION/REFERRAL:

Meeting of: N/A

File No.: N/A