



## 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? Humboldt State Residence Hall Association

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 30<sup>th</sup> 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](http://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) Takata, Justin K.	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 Providence Humboldt County	Occupation/Title Chief HR Officer		
Business Address 2700 Dolbeer St	City Eureka	State CA	Zip 95501
Business Phone 707-806-0171	Business Fax		

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

1. Sarah Park, RN;	[REDACTED]
2. Debbie Reid;	[REDACTED]
3. Lindsey Sciford;	[REDACTED]

Please indicate which industry you represent.

☒ **PRIVATE INDUSTRY** (please specify which sector you represent)

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Diversified Health Care | <input type="checkbox"/> Specialty Food, Flowers, and Beverages |
| <input type="checkbox"/> Building and Systems Construction  | <input type="checkbox"/> Investment Support Services            |
| <input type="checkbox"/> Management and Innovation Services | <input type="checkbox"/> Niche Manufacturing                    |
| <input type="checkbox"/> Forest Products                    | <input type="checkbox"/> Tourism                                |
| <input type="checkbox"/> Other:                             |   |

☐ **PUBLIC INDUSTRY** (please specify which sector you represent)

- |   |   |
|---|---|
| <input type="checkbox"/> Wagner-Peyser                          | <input type="checkbox"/> Public Economic Development Agency       |
| <input type="checkbox"/> Board of Supervisors Representative    | <input type="checkbox"/> Vocational Rehabilitation                |
| <input type="checkbox"/> Assembly/State Representative          | <input type="checkbox"/> Labor Union                              |
| <input type="checkbox"/> Education (specify)                    | <input type="checkbox"/> Higher Education                         |
| <input type="checkbox"/> Adult                                  |   |
| <input type="checkbox"/> K-12                                   |   |
| <input type="checkbox"/> Community Based Organization (specify) |   |
| <input type="checkbox"/> Native American employment development | <input type="checkbox"/> Childcare                                |
| <input type="checkbox"/> Address Barriers to Employment         | <input type="checkbox"/> 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 5<sup>th</sup> Street  
Eureka, CA 95501  
Attn: Workforce Development Coordinator  
[workforce@co.humboldt.ca.us](mailto: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.

Providence Humboldt County  
(Agency/Organization/Association Name)  
hereby formally nominates

Justin K. Takata  
(Applicant's Name)

for appointment to the Workforce Development Board of Humboldt County

*Michael Keleman*

Signature of Senior Executive of Nominating Agency

October 28, 2025

Date

Michael Keleman

Print Name

Chief Executive

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.*

*Justin K. Takata*

Signature of Applicant

October 28, 2025

Date