

Workforce Development Board (WDB)

date Thursday, November 10, 2016
time 8:00a – 9:30a
place San Diego Workforce Partnership, 3910 University Ave. San Diego, CA
Julie Benedict Community Room, 3rd Floor

AGENDA

Welcome

- **Marlene Taylor – Chair**
 - Call the meeting to order; Non-agenda public comment

Presentations

- Board Member Spotlight – Althea Salas

Action Items

- **Marlene Taylor – Chair**
 - Item #1: Minutes of the September 15 Workforce Board Meeting.....3
 - Formation of consent agenda

Contract/Programmatic Items

- Item #2: Geographic Distribution of Funds Extension.....6
- Item #3: Transfer of Funding from Dislocated Worker to Adult.....7
- Item #4: Contract Action: IRC and Access, Inc.....9
- Item #5: RFP Framework: Independent Living Skills for Youth Involved in the Foster Care System.....11

Organizational Items

- Item #6: Board Resignations and New Membership Approvals.....13
- Item #7: WDB Committee Structure Recommendations.....16
- Item #8: Youth & Young Adult Committee Chair Nomination.....20
- Item #9: SDWP Budget Modification.....21

Information Items

- Item #10: 2017 Board Meeting Calendar.....23
- Item #11: President & CEO Report.....24

Adjournment

- Next meeting – February 09, 2017

PUBLIC COMMENT: Members of the public may address the Workforce Development Board on issues on this agenda (three minutes per subject) and/or other items within the WDB's scope. To speak, submit a "Request to Speak" form prior to the meeting. In compliance with the Americans with Disabilities Act, the SDWP will provide accommodations to persons who require assistance. If you require assistance, please call (619) 228-2900.

Item #1: Minutes of the September 15 Workforce Board Meeting

Members Present

Althea Salas	Ed Hidalgo	Matt Kriz
Andy Berg	John Ohanian	Nick Macchione
Annie Taamilo	Ky Lewis	Omar Passons
Carmencita Trapse	Mark Cafferty	Phil Blair
Carlos Turner Cortez	Marlene Taylor	

Members Absent

Eric Robles	Marco Ortiz	Richard Barrera
Erik Caldwell	Mitch Mitchell	Steve Redding
Lee Goodman	Patrick Knighton	Sunita Cooke
Krista Torquato	Patrick Lloyd	Tom Lemmon

Location: 2-1-1 San Diego

All reports, memoranda and letters contained in the agenda or distributed at the meeting shall by this reference become part of the original minutes.

The meeting was called to order by Marlene Taylor, at 8:16a, with a quorum.

Non-Agenda Public Comment

None

Presentations

- Board Member Spotlight – John Ohanian, President & CEO, 2-1-1 San Diego
- Program Participant – Eugene Beronilla

Eugene shared what it was like to look for work when you have been unemployed for more than six months. He is now employed by UCSD. Eugene suggested some activities the America’s Job Center of California network could offer long-term unemployed participants.

DISCUSSION

Board members discussed recruiters’ challenges with looking past gaps in employment and SDWP’s role in helping to shift the paradigm.

- Contract Management and Program Performance Overview – Andy Hall

Andy reviewed SDWP’s contract management and program performance processes.

Contract management process:

Performance goals are negotiated at the federal, state and local level and with our contractors. SDWP sets performance measures with contractors at a higher level than the state negotiated numbers.

Step 1 – Training is provided for providers to ensure that contractors are successful.

Step 2 – Contractor performance reports are received and reviewed quarterly.

Step 3 – SDWP has a third party monitor and audit the contracts.

Non-performing contract management process:

SDWP works to ensure the success of our contractors. If a contractor is not meeting performance goals, we take steps to help them bring their performance up.

- If a provider is not meeting one or more performance measures for a completed quarter, they are given a warning letter.
- If a provider does not meet a measure for two consecutive quarters, they will be placed on corrective action.
- Providers on corrective action must submit a corrective action plan, attend additional training by SDWP staff, and submit monthly reports on progress against their corrective action plan to address outcomes.
- If a provider is underperforming for three consecutive quarters without measurable improvements, SDWP may recommend discontinuation of contract and/or de-obligation of funds.

DISCUSSION

The Board had questions regarding the role the committees play in monitoring performance and how contracts and performance is negotiated. Staff reviewed these processes.

In-house development is underway to provide better reporting.

The following items were approved:

1-09/15/2016 – Item 1

Minutes of the July 21, 2016 WDB Meeting

Motion, Second, Carried Unanimously (Berg/Kriz)

2-09/15/2016 - Item 2

Contract Action: The WorkPlace

Recommend approval to:

- De-obligate funds in the amount of \$400,000 up to the remaining balance of the contract due to underperformance.
- Obligate the recaptured funds to the AJCC contractors and the Imperial County WDB.

Motion, Second, Carried Unanimously (Blair/Passons)

DISCUSSION

Board asked why the contractor failed to perform and what would be done with the remainder of contract funds.

Staff reviewed the combination of factors that led to underperformance. The funds will be reallocated/obligated to the AJCC contractors and Imperial County WDB.

The recommendation captures the Board’s request that the obligation of funds be added to the recommendation.

3-09/15/2016 - Item 3

Contract Action: Urban League of San Diego County

Recommend approval to discontinue Urban League’s contract.

Motion, Second, Carried Unanimously (Berg/Passons)

Abstained from voting – Phil Blair, Carlos Turner Cortez, Nick Macchione

Public Comment

Ian Gordon, Youth Council – Spoke in opposition to Agenda Item #3.

Sandy McBrayer, Youth Council – Spoke in opposition to Agenda Item #3.

Jared Aaker, Youth Council – Spoke in opposition to Agenda Item #3.

DISCUSSION

Board discussed Urban League’s contract and questioned what would happen to the youth currently served under this contract. Staff clarified that SDWP and its partners will take steps to ensure all youth currently served under this contract will have the opportunity to continue to receive services through other providers.

The recommendation captures the Board’s motion to discontinue Urban League’s contract as soon as administratively feasible or to be determined by SDWP staff.

4-09/15/2016 - Item 4

Contract Action: Turning the Hearts Center

Recommend approval to discontinue the contract eight months early, effective November 1, 2016.

Motion, Second, Carried Unanimously (Lewis/Macchione)

Abstention: Carlos Turner Cortez

Adjournment

The meeting was adjourned at 9:45a

Item #2: Geographic Distribution of Funds Extension

RECOMMENDATION

That the WDB concur with the APC and approve an extension for the existing geographic distribution of funds for PY18 due to the postponement of the AJCC RFPs.

BACKGROUND

SDWP uses a funding formula for Adult and Dislocated Worker WIOA programs to distribute funds equitably among four geographic regions: metro, north, south and east.

In February 2014, the WDB approved an updated geographic distribution based on research from the San Diego Association of Governments (SANDAG) research on demographics related to population size, unemployment, income level and relative needs of each region. The updated geographic distribution of funding was originally scheduled to go into effect in PY18, beginning July 1, 2017.

However, due to the postponement of the AJCC procurement process, the APC recommends the WDB extends the use of Model 1 for PY18 and delay implementation of Model 2 until the first program year, PY19, after the AJCC procurement. This extension will prevent significant impact to the operations of current AJCC service providers and allow the continuance of existing service levels. After the AJCC procurement and new contract cycle, the previously approved updated geographic distribution (Model 2) would be implemented in PY19.

The table below represents both Model 1, the existing funding allocation used for PY17, and Model 2, the funding model originally proposed by SANDAG for PY18.

Table 1: Recommended Geographic Distribution of Funds, by Region and Program Year

		East	Metro	North	South
Adults					
Model 1	Existing Funding Allocation PY18	14.70%	44.50%	19.80%	21.00%
Model 2	Updated Funding Allocation PY19	17.59%	38.20%	25.27%	18.95%
Dislocated Workers					
Model 1	Existing Funding Allocation PY18	16.00%	43.80%	22.40%	17.80%
Model 2	Updated Funding Allocation PY19	19.50%	37.00%	24.20%	19.30%

Item #3: Transfer of Funding from Dislocated Worker to Adult

RECOMMENDATION

That the WDB concur with the APC and approve the transfer of funds in the amount of \$676,000 from Dislocated Worker training to Adult Worker training.

Category	Current		Proposed	
	Training Funds	%	Funding	%
Dislocated Worker	\$2,084,000	59%	\$1,408,000	40%
Adult Worker	\$1,436,000	41%	\$2,112,000	60%
Total	\$3,520,000	100%	\$3,520,000	100%

BACKGROUND

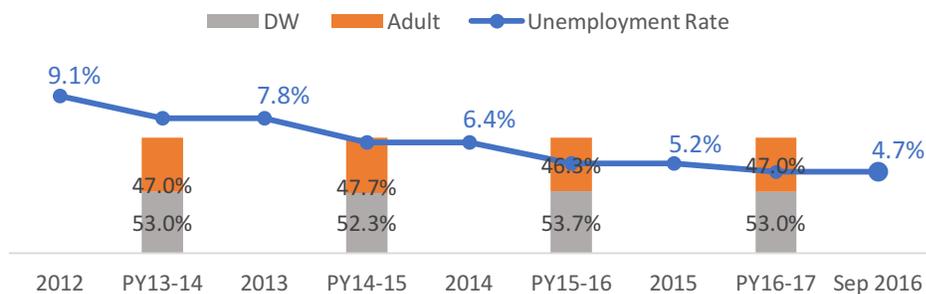
Workforce boards may apply to the California Employment Development Department for a transfer of WIOA funds between Dislocated and Adult funding streams if allocations received do not meet the needs of the local population (e.g. fewer dislocated workers due to a reduced number of layoffs). In order to submit an application for transfer, the proposed transfer must first be approved by the WDB. The proposal to transfer funds is driven by a number of factors.

- 1) **Eligibility for Dislocated Worker funding is more restrictive than Adult funding.** As the economy improves, the number of workers classified as “Dislocated” declines, which can create a misalignment between the funding streams and those who need service. Transferring training funding from Dislocated to Adult would allow SDWP the ability to serve a larger population. Eligibility:

Adult	Dislocated
<ul style="list-style-type: none"> • 18 years of age • Eligible to work in the US • Demonstrated need • Complies with selective service requirements <ul style="list-style-type: none"> ○ Priority given to those who are low-income, receive public assistance, or are basic skills deficient 	<ul style="list-style-type: none"> • Terminated, laid off or notice of termination • Eligible or exhausted unemployment • Unlikely to return to prior occupation • 18 years of age • Eligible to work in the US • Demonstrated need • Complies with selective service requirements

- 2) **The overall unemployment rate for San Diego County is decreasing.** Between 2012 and September 2016 (San Diego’s most recent unemployment rate), the unemployment rate decreased from 9.1 percent to 4.7 percent, yet San Diego’s Dislocated Worker funding has remained at the same relative annual allocation rate.

Dislocated Worker vs. Unemployment Rate in San Diego
2012 - Sep 2016



- 3) **The total number of layoffs and notices of intended layoffs from employers have decreased.** During the last six months, San Diego saw a 55% decrease in layoffs and 13% decrease in WARN notices compared to this same period the prior year.
- 4) **The AJCCs are seeing lower enrollment rates for the dislocated worker population.** During the first quarter of PY16/17 alone, the AJCC network saw nearly 30% reduction in dislocated worker enrollments versus prior year first quarter. Enrollment is expected to trend down even further in the coming months.

Comparison of PY16/17 vs PY15/16 Enrollments		
Category	PY15/16 Enrollments	PY16/17 Enrollments
Dislocated Worker	478	343
Adult Worker	360	325

- 5) Given these trends, SDWP has adjusted the AJCC enrollment targets to reflect the current environment. Transferring funds as proposed above will align the funding with the enrollments and provide expanded flexibility in serving participants.

Category	PY16/17 Enrollment Targets	Percentage
Adult Worker	1500	60%
Dislocated Worker	1000	40%

Upon Workforce Development Board approval, SDWP would submit the formal request to transfer funds to EDD.

Item #4: Contract Action: IRC and Access, Inc.

RECOMMENDATION

That the WDB approve the following contract actions to support the transition of the youth and young adults previously served by the Urban League of San Diego County (UL) and Turning the Hearts Center (TTHC) (Figure 1):

- Add an additional \$167,250 to the International Rescue Committee (IRC) contract, expanding the scope to include serving and reengaging youth and young adults transitioning from the UL contract in the Metro region;
- Add an additional \$113,250 to the Access, Inc. contract, expanding the scope to include serving and reengaging youth and young adults transitioning from the TTHC contract in the South region.

The funds will be available to provide active, follow-up, and reengagement services through June 30, 2018.

BACKGROUND

On September 23, 2016, the Policy Board approved the recommendation from the WDB to discontinue the UL and TTHC contracts. As of October 2, 2016, there are a total of 356 youth and young adults to be served, based on their service status, under these transition contracts.

Figure 1 – Youth Served by UL and TTHC by service status (as of 10/2/2016)

Provider	Region	Active(1)	Follow Up(2)	Done w/ Follow Up(3)	Total
UL	Metro	25	173	43	241
TTHC	South	36	79	0	115

(1) *Active youth* are youth that are currently enrolled in the program and receiving services to meet their educational and career goals.

(2) *Follow up youth* are youth who have closed out of the program and need to be contacted once a quarter for 12 months to provide follow-up services. These youth will need to be reengaged and assessed if further services need to be provided through the AJCC network, CONNECT2Careers, and/or reenrollment in a WIOA funded youth provider in the region that the youth resides in.

(3) There are 43 youth from the UL contract who have closed out of the program and completed their 12 months of follow up. These youth need to be reengaged and assessed if further services need to be provided through the AJCC network, CONNECT2Careers (C2C), and/or reenrollment in a WIOA funded youth provider in the region that the youth resides in.

Provider Selection: SDWP staff worked with members of the Youth Council and other project partners and stakeholders to identify transition contractors best positioned to serve all the youth and young adults that were served under this contract. Below is an outline of how these providers were selected and recommended:

Figure 2 – Selection of Transition Contractors

New Provider	Current Provider	Reason/Justification
IRC	UL – Metro	<ul style="list-style-type: none"> • Provider with existing expertise • Already have staff with CalJOBS expertise • Currently working in zip codes where majority of youth live • Pathways project partners (YDO, SDUSD) will work with IRC as new provider
Access, Inc.	TTHC – South	<ul style="list-style-type: none"> • Provider in good standing with existing expertise • Already have staff w/ CalJOBS expertise • Currently working in zip codes where majority of youth live • Other south region options are just starting up or not in good standing

Figure 3 – Transition Youth and Cost Methodology (as of 10/2/2016)

Provider	Active Youth	Follow Up Youth	\$ for Active (\$1,500 per)	\$ for Follow up (\$750)	Contract Amount
IRC (Metro)*	25	173	\$37,500	\$129,750	\$167,250
Access (South)	36	79	\$54,000	\$59,250	\$113,250
Totals	61	252	\$91,500	\$189,000	\$280,500

*IRC and SDWP will reengage the 43 youth done w/ follow up to assess if more services are needed

Scope of Transition Contracts for IRC and Access

Active Youth Services

- 60% attainment, 72% placement at 2nd qtr. & 4th qtr. after exit for all active youth transitioned from former contracts
- Provide all youth WIOA services based on his or her Individualized Service Plan
- Conduct follow-up activities after program exit

Follow Up Youth Services

- 100% of all youth receive follow up at least once per quarter,
- 100% timely data entry of follow up activity
- Quarterly follow up calls and data entry
- Refer to additional services, as needed (C2C, AJCCs, etc.)
- Provide incentives and supportive services as needed

IRC only:

- Participate in the San Diego Youth Opportunity Pathways (PATHWAYS) Collaborative and Reengagement Project. This includes, but is not limited to, providing quantitative data and qualitative information, attending leadership and program meetings with San Diego Youth Development Office (YDO), San Diego Unified School District and Insyt Analytics¹. Work closely with the YDO to align program activities for youth with the PATHWAYS theory of change.
- Reengage/connect with the 43 youth that have completed follow up and refer them to appropriate services (C2C, WIOA, AJCCs, etc.)

¹ <http://insytanalytics.com>

Item #5: Procurement Framework: Independent Living Skills for Youth Involved in the Foster Care System

RECOMMENDATION

That the WDB approve the framework for the competitive procurement of up to \$550,000 WIOA Youth funds, leveraged with approximately \$1,147,626 County Independent Living Services (ILS) funds, to fund a service provider or providers to support current and transitioning foster youth aged 16-24 in San Diego County.

The \$550,000 WIOA funds will be allocated based on where eligible ILS participants reside in San Diego County:

Figure 1: WIOA funding by region

Region	% of ILS Eligible Youth	WIOA Funding
East	21%	\$115,500
Metro	34%	\$187,000
South	19%	\$104,500
North	26%	\$143,000
Total	100%	\$550,000

The County of San Diego Health and Human Services Agency (HHSA), Child Welfare Services (CWS) will lead the joint procurement for the Independent Living Skills program, releasing a combined RFP. One or more contracts will be awarded to provide these services.

The contract(s) resulting from this RFP will be for a term of one year with the option to extend up to four additional years. Funding will be determined each program year based on availability of funds and contractor(s) performance. The period of performance for the first year will begin July 1, 2017 and ending June 30, 2018.

BACKGROUND

Every year, approximately 350 foster youth aged 18-21 become eligible to leave the foster care system. In 2007, SDWP and the County of San Diego partnered to help these young adults develop the critical skills needed to transition to self-sufficiency and approved allocating WIA Title I Youth Program funds to serve this population. The County and SDWP issued a joint RFP to produce two contracts: a County contract for ILS and a SDWP contract for workforce services.

The goal of this SDWP/County of San Diego collaboration is to assist youth and young adults transitioning from the foster care system to self-sufficiency and career opportunity. Key outcomes of this collaboration include reduction in school dropout rates, unemployment, dependency on public assistance, homelessness, or incarceration by current and former youth and young adults involved in the foster care system.

Currently, two service providers are providing services: South Bay Community Services for East, South, and North regions and Access for the Metro Region.

Figure 2: Summary of Performance (PY14/15 & PY15/16 Combined)

Performance Measures	Actual	Target
Enrollments	229	229
Placement (employment or education)	78%	77%
Attainment of Degree or Certificate	73%	65%

PROGRAM SCOPE

This joint RFP will result in two sets of services for current and former foster youth 16-24. This program serves both in-school youth and out of school youth through the following:

- County Funded ILS – Tier 1: Funded by the County to provide case management in the areas of housing, education, and life skills education for foster youth ages 16-21; and
- SDWP Funded WIOA services – Tier 2: Services provided will be work-readiness classes and workshops, career exploration and job shadowing experiences, internships and job placement services, and assistance with vocational and post-secondary preparation.

Performance Measures

- Enrollment - 100% of their proposal target.
- Placement Rate - 77% of youth who are enrolled in the WIOA program shall have placement in unsubsidized employment, post-secondary education or training activities during the 2nd and 4th quarter after program exit.
- Attainment of Degree or Certificate - 65% of youth will attain a diploma, GED or industry recognized certificate or credential during the program and/or within 1 year of program exit.

Figure 3: Est. Procurement Timeline

Action	Date	Responsibility
Policy Board Approval of Framework	11/18/2016	Youth Council/WDB/PB
RFP Released	12/12/2016	County
Pre-Proposal Conference	01/09/2017	County/SDWP
RFP Due	01/23/2017	County
Board Approval of Contracts	April/May 2017	Youth Council/WDB/PB
Execute Contracts	07/01/2017	SDWP

Item #6: Board Resignations and New Membership Approvals

RECOMMENDATION

The WDB concur with the Executive Committee recommendation to:

1. cease board membership for Patrick Lloyd and Marco Ortiz, and
2. add Susie Harborth and Jamie Latiano Jacobs as Directors.

BACKGROUND

SDWP bylaws state that “SDWP Directors may be removed for cause or because of excessive absences.” Excessive absences are defined as “failure to attend three (3) consecutive regularly scheduled meetings, excessive absences from regularly scheduled meetings and/or committee meetings, or absence from half of the regularly scheduled Board meetings and assigned committee meetings during any twelve (12) month period.”

SDWP staff contacted Directors who have had excessive absences and/or not communicated an interest in continuing board service. Two Directors did not indicate an interest in continuing service. Staff recommended ending board membership of Patrick Lloyd and Marco Ortiz to the Executive Committee. The Executive Committee approved the recommendation.

SDWP bylaws state that a majority (51%) of Directors shall be private sector representatives. The Executive Committee reviewed applications for WDB membership and recommended two private sector representatives be added as Directors: Susie Harborth of BioLab San Diego and Jamie Latiano Jacobs of Renovate America.

Katie Hansen and Patrick Knighton have resigned from the WDB. Resignations do not require board action. The current number of board seats is 25.

ATTACHMENT

Attachment A: WDB Board Applications for:

- Susie Harboth of BioLabs San Diego
- Jamie Latiano Jacobs of Renovate America.

Workforce Development Board (WDB)

Applicant: Susie Harborth

Organization

BioLabs San Diego

Job Title

Managing Director

Category(s)

Private Sector Business/Employer

Bio

Susie is Managing Director and Co-Founder of BioLabs San Diego and General Partner of BioInnovation Capital, an early-stage venture firm. From 2010-2014, Susie was CFO at GnuBIO, a sequencing start-up, which was acquired by Bio-Rad Laboratories in 2014. Prior to joining GnuBIO, Susie launched Cequent Pharmaceuticals and Boston Heart Diagnostics (BHDx). Susie is on the Advisory Board at LabCentral, a biotech co-working space in Massachusetts and co-founded Launch Bio, a non-profit organization focused on innovation and inclusive entrepreneurship. She is focused on emerging areas of biotechnology, including orphan and rare disease, genomics, diagnostics, women's health and personalized/precision medicine. multiple professional associations throughout San Diego.

Why are you interested in serving on an SDWP board/committee?

I am a big fan of the work of the SDWP and would value the opportunity to give my insights on the life science industry and create opportunities for workforce development in this area.

Describe your current and past experience serving on boards/committees?

I am on the board of LabCentral , a 501c3 non-profit and have experience in serving on many community committees. I am also volunteering on committees at my son's school.

Describe any other community involvement activities:

Del Mar Pines Foundation for Education, Biocom

Workforce Development Board (WDB)

Applicant: Jamie Latiano Jacobs

Organization

Renovate America

Job Title

SVP People & Culture

Category(s)

Private Sector Business/Employer

Bio

I am an entrepreneurial business leader who has concentrated on businesses in stages of significant growth and transformation. I currently serve as the Senior Vice President People & Culture for Renovate America, a profitable, VC-backed specialty finance company headquartered in San Diego. RA has originated over \$1.7 billion in financing. The Company has grown from 28 employees in 2012, to 650 employees today and growing.

In this role, I am responsible for meeting the substantial growth targets with high performing talent while consciously evolving the culture of Renovate America to protect the “special sauce” that makes it such a great place to work.

Prior to this role, I have held executive leadership roles with global organizations such as Thales, Ingram Micro, Four Seasons Hotels and Resorts, Ingersoll Rand, and Quantum Corporation.

I hold Bachelor of Arts degrees in history and political science from University of California San Diego, and a Masters in Business Administration from Chapman University in Orange, California.

I am also certified as a Senior Professional in Human Resources, by Human Resources Certification Institute and is completing the Certification in Coaching from the Hudson Institute of Coaching.

Why are you interested in serving on an SDWP board/committee?

I am passionate about getting people to work and developing the local workforce. I've served 2 years on the WIB in Orange County and now that I am based here in San Diego with one of the Top Workplaces, fastest growing and largest private companies in San Diego, I feel I would bring a lot to the SDWP.

Describe your current and past experience serving on boards/committees?

I currently serve on the National Board of the National Human Resources Association. Previously I was President of the National Human Resources Association, Orange County affiliate, I served two years on the Workforce Investment Board for Orange County, California, and have been on multiple non-profit Boards such as Boys and Girls Clubs of Tustin.

Describe any other community involvement activities:

I am a member of Chapman50, an elite group of alumni, innovators, and influencers at Chapman University and also serve on the elected Site Council for Sage Creek High School in Carlsbad, CA

Item #7: WDB Committee Structure Recommendations

RECOMMENDATION

That WDB concur with the Executive Committee (EC) and approve five recommendations for the WDB Committees:

1. Make explicit the existence of three committees to the WDB at present:
 - a. the Executive Committee;
 - b. the Youth and Young Adult Committee; and
 - c. the Adult and Dislocated Worker Committee.
 - d. Additional committees may be added at the discretion of the WDB in accordance with its bylaws.
2. The Committee chairs will be appointed by the EC in accordance with SDWP bylaws with input from the WDB and other members of the public by majority vote after open discussion during a public meeting.
3. The 501(c)(3) bylaws of the WDB govern committees' work; no committees shall have separate bylaws. Committees may develop guidelines for efficient operation to the extent those guidelines do not conflict with the WDB bylaws.
4. Recommend approval of a new guidelines document that helps inform the committees' work (Attachment A).

BACKGROUND

With the goal of clarifying and aligning the WDB's committee structure to best achieve the goals of the WDB, the EC gathered feedback from existing committee members and created a process that enables broad involvement from all who volunteer their time. The above recommendations guide committees to leverage their expertise to shape recommendations to the WDB and/or the Policy Board, to provide advisory input to SDWP staff regarding RFP or other selection processes, and to provide guidance to SDWP and related bodies. The recommendations are about process, not the substantive work of the committees, which should continue to be driven by the volunteers on those committees in discussion with the chairs of those committees.

ATTACHMENTS

Attachment A: Committee Guidelines

San Diego Workforce Development Board (WDB) Committee Guidelines

Purpose

To create a process and provide appointment provisions for the San Diego Workforce Development Board (WDB) committees. Additional committees may be added at the discretion of the WDB in accordance with its bylaws.

I. Executive Committee (EC)

Purpose and Responsibilities: Provide strategic direction to the WDB and its committees².

- Review and nominate prospective board members to WDB
- Create and disband standing and ad hoc committees in accordance with the SDWP ByLaws³
- Appoint committee chairs after receiving input from WDB
- Other duties related to leading the direction of Board and its committees

Member Appointment and Term:

- WDB Chair will chair the EC
- Other members of the EC include the Vice Chair of the WDB, the Secretary/Treasurer, and other members nominated by the WDB Chair and approved by the EC not to exceed five members
- Only WDB members may be on the EC
- Term lengths will match the term length of the WDB Board

Committee Staff Lead: President & CEO (or designee at CEO discretion)

II. Finance/Audit Committee

Purpose and Responsibilities: Meets at least annually to oversee the nonprofit's independent audit and reports back to the full membership.

Members: Audit committee members are appointed by the EC.

III. Adult and Dislocated Worker Committee (AC)

Purpose and Responsibilities: Act as a standing committee of the WDB to advocate for and support SDWP efforts to serve adults (ages 18+) in San Diego County through:

- Reviewing, vetting, and making funding recommendations to the WDB for program contracts
- Reviewing program performance, including the American Job Center (AJC) network

² WIOA Sec 107 b(4), [WIOA NPRMs, Section 681.110, SDWP By-Laws, Article VII \(D\)](#)

³ [SDWP By-Laws, Article VII \(D\)](#)

- Providing operation direction and support for the AJC network, including infrastructure cost sharing among the AJC network partners
- Other duties related to support the success of SDWP adult/DW programs

Member Appointment and Term:

- Chair appointed by the EC from the WDB membership⁴
- One seat for each of the four AJC core partners (Title I Service Provider, Adult Education, Employment Development Department, Department of Rehabilitation)
- No additional set membership requirements
- Committee members will be a mix of WDB members, business leaders, and community stakeholders with expertise in serving adults with barriers to employment
- Prospective members will be vetted and recommended for appointment to the WDB by a process outlined by the Chair of the APC
- Committee members will serve two year terms, beginning on July 1st of each year with a maximum of three terms (total six years)

Initial Appointment:

- Initial appointment to the AC will be done by a process identified by the AC Chair with nominations confirmed by the WDB

Committee Staff Lead: VP and Chief Program Officer (or designee)

IV. Youth and Young Adults Committee (YC)

Purpose and Responsibilities: Act as a standing committee of the WDB to advocate for and support SDWP efforts to serve youth and young adults (ages up to 24) in San Diego County through:

- Reviewing, vetting, and making funding recommendations to the WDB for related contracts in accordance with WDB bylaws
- Reviewing youth and young adult program performance
- Other duties related to supporting the success of SDWP's youth and young adult programs

Member Appointment and Term:

- YC Chair appointed by the EC from the WDB membership⁵
- Committee members will be a mix of WDB members and community stakeholders interested in serving youth and young adults
- Prospective members will be vetted and recommended for appointment to the WDB by a process outlined by the Chair of the YC
- All committee members will serve two year terms, beginning on July 1st of each year, with a maximum of three terms (total six years)

⁴ WIOA Sec 107 b(4), [WIOA NPRMs, Section 681.110, SDWP By-Laws, Article VII \(D\)](#)

⁵ WIOA Sec 107 b(4), [WIOA NPRMs, Section 681.110, SDWP By-Laws, Article VII \(D\)](#)

Initial Appointment:

- Initial appointment to the YC will be done by a process identified by the YC Chair with nominations confirmed by the WDB using categories based largely on those outlined by current YC members and presented to the WDB on June 16, 2016⁶:
 - YC chair appointed from local WDB membership (one)
 - Members of local business/corporation (up to four)
 - Local government human resources department/youth development department (up to two)
 - San Diego County Probation (one)
 - Community college district or adult basic education (one)
 - San Diego County Health and Human Services – Behavioral Health Services (one)
 - Public housing (one)
 - Employment Development Department (one)
 - Private sector human resources professional (up to one)
 - Current funded youth service provider, chosen by youth service provider network (two)
 - Local youth workforce development experts/service providers not-funded by SDWP that serve or advocate for youth (up to three)
 - Current YC members that meet one or more of these seats and are interested in continuing to serve will be recommended forward to the WDB

Committee Staff Lead: VP and Chief Program Officer (or designee)

V. Ad hoc committees

Purpose and Responsibilities: Provide direction, oversight, and support to SDWP on various topics and/or initiatives, including, but not limited to:

- Research
- Business Services
- Resource Development
- Legislative
- Other

Committee Staff Lead: VP of Programs or designee

⁶ [SDWP Workforce Development Board Agenda \(June 16, 2016\)](#), Item 11, attachment a, section 3 – membership.

Item #8: Youth and Young Adult Committee Chair Nomination

RECOMMENDATION

Nominate and vote for a member of the WDB to serve as the Youth and Young Adult Committee (YC) Chair.

BACKGROUND

In accordance with the Workforce Innovation and Opportunity Act and SDWP Bylaws, all SDWP committee chairs must be appointed from the WDB membership.⁷

Longtime APC member and WDB member Annie Taamilo has been appointed APC chair by the EC in accordance with SDWP Bylaws.

Because the current YC chair is not on the WDB, the EC is seeking the WDB and members of the public's input on nominations for the YC chair from the WDB membership.

⁷ WIOA Sec 107 b(4), [WIOA NPRMs, Section 681.110, SDWP By-Laws, Article VII \(D\)](#)

Item #9: SDWP FY17 Budget Modification

RECOMMENDATION

The WDB approve the FY17 Budget Modification.

BACKGROUND

After the end of each fiscal year, SDWP closes out contracts, recaptures unspent funds, and rebalances its organizational budget based on any new confirmed revenue. This annual November revision is forwarded to the WDB and Policy Board.

SDWP is proud to present a balanced, sound, and conservative budget for the FY17 November Revision that includes increased revenue and a reduction in central operating costs compared to the July FY17 Budget.

FY17 November Revised Revenue

FY17 November revised budget revenue is planned at \$34.6M, which is \$0.6M higher than the \$34.0M FY17 June budget approved by the WDB on June 16, 2016.

SDWP's WIOA formula funds increased by approximately \$0.5M from June.

Competitive public grants and private grants each saw an increase of approximately \$0.08M for a total increase of \$0.16M.

SDWP continues to diversify its funding streams, increasing the number of funding sources to 33 for the November revision, up from 29 in FY17 June and 22 in FY16.

Figure 1: Three-year Revenue Trends by Funding Type

(\$000's)	FY17 Nov Budget	FY17 Jun Budget	FY16 Budget	FY15 Actual	FY17 Nov v FY17 Jun % Change
WIOA Formula Funds*	\$25,803	\$25,328	\$28,346	\$25,868	1.9%
Public Grants	8,021	7,937	6,104	7,106	1.1%
Private Grants	766	691	183	318	10.9%
Total	\$34,590	\$33,956	\$34,633	\$33,292	1.9%

*WIOA formula funds include Adult, Dislocated Worker, Youth, and Rapid Response federal job training funds SDWP receives each year because we serve as the local WDB for San Diego County.

FY17 Expenses

SDWP categorizes expenses in three categories:

- 1. Central Operations:** executive, operations, procurement, compliance, accounting/finance, facilities, information services, and admin support. SDWP has planned a 12.6% decrease in spending in this category, driven primarily by reducing Administration and Facilities costs.

- 2. Direct Program Support Costs:** SDWP staff and other related expenses that directly support specific grant programs and/or functions, including the Adult Programs Team, Youth Programs Team, Businesses Services team, Research team, Communications, and IT. SDWP has planned a 3.1% increase in this category driven largely by filling vacant roles (including the Youth Director) and moving monitoring costs from Central Ops to programs as well as some increased program support.
- 3. Programs & Contracts:** Services provided to program participants through contracted providers, including training funds and supportive services, direct service staff (the America’s Job Centers of California, and WIOA Youth Contracts, etc.) SDWP has a planned 3.1% increase in funding for direct programs and contracts and training, primarily driven by the addition of new grants, reduced central operating costs, and increases in Rapid Response funding.

Figure 2: Planned Expense Categories

(\$000's)	FY17 Nov Budget	FY17 July Budget	FY16 Budget	Inc/(Dec) FY17 Nov v FY17 Jun % Change
Central Ops	\$2,340	\$2,676	\$3,124	(12.6%)
Direct Program Support	\$5,335	5,174	4,590	3.1%
Programs & Contracts	\$26,915	26,106	26,919	3.1%
Total	\$34,590	\$33,956	\$34,633	1.9%

Item #10: 2017 Board Meeting Calendar

INFORMATION (NO ACTION REQUIRED)

Proposed schedule for Workforce Development Board meetings for calendar 2017:

- Thursday, February 9, 8:00 am – 9:30 am
- Thursday, May 4, 8:00 am – 9:30 am
- Thursday, June 15, 8:00 am – 9:30 am
- Thursday, August 17, 8:00 am – 9:30 am
- Thursday, October 19, 8:00 am – 9:30 am
- Thursday, December 7, 8:00 am – 9:30 am

If meeting dates or times change, change(s) will be made in advance of the meeting according to Brown Act requirements.

Item #11: President & CEO Report

INFORMATION (NO ACTION REQUIRED)

The CEO will provide an update on SDWP activities.