

Workforce Development Board Executive Committee Agenda

date Friday, November 04, 2016

time 12:00p – 1:30p

place San Diego Workforce Partnership, 3910 University Ave., San Diego, CA
Executive Boardroom, 4th Floor

Welcome

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

Action Items

- **Marlene Taylor – Chair**
 - Item #1: Minutes of the prior meeting
 - Item #2: WDB committee guidelines
 - Item #3: WDB membership
 - Review vacancies, candidates
 - Recommendations of new members

Information Items

- Item #4: Planning for 11/10/16 WDB meeting
 - Discuss meeting presentations
- Item #5: CEO Report
 - Update on SDWP activities

Adjournment and Set Next Meeting

PUBLIC COMMENT: Members of the public may address the Executive Committee on issues on this agenda (three minutes per speaker) and/or other items within the Executive Committee'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. Please call (619) 228-2900.

Item #1: Minutes of the WDB Executive Committee Meeting

Members Present

Marlene Taylor, Chair
Phil Blair, Vice Chair
Omar Passons, Secretary/Treasurer
Annie Taamilo

Meeting Location

Manpower – San Diego office

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 10:07 am, with a quorum present.

Public Comment

None

The following items were approved:

1-10/12/2016 - Item 1

Workforce Development Board Membership

Recommend ending board membership for Patrick Lloyd and Marco Ortiz.

Motion, Second, Carried Unanimously (Blair/Taylor)

Accepted resignations of Patrick Knighton and Katie Hansen.

Recommend the following for board membership:

Susie Harboth from BioLabs

Jamie Jacobs from Renovate America

Motion, Second, Carried Unanimously (Blair/Passons)

DISCUSSION

Reviewed WDB board attendance record, new member applications and membership requirement under WIOA.

2-10/12/2016 - Item 2

Executive Committee Membership

Approve the appointment of Annie Taamilo, Deputy Division Chief, Employment Development Department, to the Executive Committee.

Motion, Second, Carried Unanimously (Blair/Passons)

WDB Committee Alignment

Recommend:

1. Make explicit the existence of two committees to the WDB at present:
 - a. the Youth and Young Adult Committee, and
 - b. the Adult and Dislocated Worker Committee.
 - c. 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 WDB with input from the WDB and all interested stakeholders by majority vote after open discussion during a public meeting.
3. Guidelines of committee membership placement will be carried over from the previous committees with the exception of the service provider membership requirement.
4. The 501(c)3 bylaws of the WDB govern all committees' work.
5. Recommend approval of a new guidelines document that helps inform the committees' work.

Motion, Second, Carried Unanimously (Passons/Blair)

DISCUSSION

O. Passons provided an update of his conversations with Youth Council members. The committee discussed that SDWP should leverage committee members' expertise to shape recommendations to the WDB, to provide advisory input to SDWP staff regarding RFP or other selection processes, or to provide guidance to SDWP and related bodies.

O. Passons emphasized that the recommendations address process, not the substantive work of the committees, which should continue to be driven by the experts on those committees in discussion with the chairs of those committees.

A. Hall will circulate the proposed guidelines document prior to the next meeting.

Adjournment

The meeting was adjourned 11:21 am.

Next meeting: November 4, 12:00 pm at Manpower – San Diego.

Item #2: Committee Structure Guidelines

RECOMMENDATION

With the goal of clarifying and aligning the WDBs committee structure to best achieve the goals of the WDB, the executive committee recommends the following to the WDB:

1. Make explicit the existence of two committees to the WDB at present:
 - a. the Youth and Young Adult Committee, and
 - b. the Adult and Dislocated Worker Committee.
 - c. 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 WDB with input from the WDB by majority vote after open discussion during a public meeting.
3. The 501(c)(3) bylaws of the WDB govern all committees' work; no committees shall have separate bylaws.
4. Recommend approval of a new guidelines document that helps inform the committees' work (attachment a).

ATTACHMENTS:

Attachment A: San Diego Workforce Development Board Committee guidelines

Attachment A: 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 committees¹.

- Review and nominate prospective board members to WDB
- Create and disband standing and ad hoc committees in accordance with the SDWP ByLaws²
- Appoint committee chairs in consultation with the 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
- 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 report back to the full membership.

Members: Audit committee members are appointed by the EC.

III. Adult and Dislocated Worker Committee (AC)

Purpose and Responsibilities: Provide direction, oversight, and support to adult programs by:

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

¹ WIOA Sec 107 b(4), [WIOA NPRMs, Section 681.110, SDWP By-Laws, Article VII \(D\)](#)

² [SDWP By-Laws, Article VII \(D\)](#)

Member Appointment and Term:

- Chair appointed by the EC from the WDB membership³
- 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
- The WDB's intention is for at least two members to be businesses who employ workers in the region
- Prospective members will be vetted and recommended for appointment by the Chair
- Committee members will serve 2 year terms, beginning on July 1st of each year with a maximum of three terms (total 6 years)

Initial Appointment:

- Initial appointment to the committee will be done by the EC with recommended committee membership provided by the appointed Chair

Committee Staff Lead: Adult Program Director

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.

- Reviewing, vetting, and making funding recommendations to the WDB for related contracts in accordance with WDB bylaws
- Advocating for and supporting SDWP efforts to serve youth (ages up to 24) in San Diego County
- Reviewing youth program performance
- Other duties related to supporting the success of SDWP's related programs

Member Appointment and Term:

- YC Chair appointed by the EC from the WDB membership⁴
- Committee members will be a mix of WDB members and community stakeholders with expertise advocating, serving, and funding programs for Out-of-School Youth (OSY)
- The WDB's intention is for at least two members to be from businesses employing young workers in San Diego
- Prospective members will be evaluated and recommended for appointment to the YC by the YC chair
- All committee members will serve 2 year terms, beginning on July 1st of each year, with a maximum of three terms (total 6 years)

³ WIOA Sec 107 b(4), [WIOA NPRMs, Section 681.110, SDWP By-Laws, Article VII \(D\)](#)

⁴ 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 the YC Chair using categories based largely on those outlined by current YC members and presented to the WDB on June 16, 2016 ⁵:
 - YPC 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)

Committee Staff Lead: Youth Program Director

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

⁵ [SDWP Workforce Development Board Agenda \(June 16, 2016\)](#), Item 11, attachment a, section 3 – membership.