

Workforce Development Board Executive Committee

date Wednesday, April 19, 2017

time 11:30am – 1:00pm

place 1855 1st Ave., Suite 300, San Diego, CA 92101 (Manpower San Diego)

AGENDA

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 membership
 - Review vacancies, attendance, candidates
 - Recommendation of new members

Information Items

- Item #3: Planning for May 4, 2017 WDB meeting
 - Discuss meeting presentations
- Item #4: Staff 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 November 4 WDB Executive Committee Meeting

Members Present

Marlene Taylor, Chair
Omar Passons, Secretary/Treasurer
Annie Taamilo

Member Absent

Phil Blair, Vice Chair

Staff Present

Peter Callstrom
Andy Hall
Heather Milne Barger

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 12:27pm at SDWP with a quorum.

Public Comment

None

The following items were approved

1-11/04/2016 - Item 1 **Minutes of the October 12 Executive Committee Meeting**
Motion to approve the minutes as amended.
Motioned, Seconded, Carried Unanimously (Passons/Taamilo)

2-11/04/2016 - Item 2 **WDB Committee Guidelines**
With the goal of clarifying and aligning the WDB's 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 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 Executive Committee 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.

Motioned, Seconded, Carried Unanimously (Passons/Taamilo)

DISCUSSION

Reviewed the draft guidelines document and provided edits. The committee agreed that the process for committee chair nominations and committee membership should be transparent and include opportunity for public input, as well as have the WDB confirm the appointments.

3-11/04/2016 - Item 3

WDB Membership

No recommendation.

DISCUSSION

No new applications to review for open board member seats.

4-11/04/2016 - Item 4

Planning for November 10, 2016 WDB Meeting

Discuss flow of meeting and organization of agenda items.

5-11/04/2016 - Item 5

CEO Report

No report.

Adjournment

The meeting was adjourned at 1:28pm

Next meeting: April 19, 2017