

## **Item#3: Minutes of the November 20, 2015 Meeting**

---

### **Members Present**

Myrtle Cole, Councilmember of San Diego  
Scott Sherman, Councilmember of San Diego  
Kevin Crawford, President, United Way of San Diego

### **Members Absent**

Ron Roberts, Supervisor, County of San Diego  
Dave Roberts, Supervisor, County of San Diego

### **Legal Counsel**

David Smith, Counsel, County of San Diego  
Kate Malcolm, Counsel, City of San Diego

### **Location**

San Diego County Administration

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 Councilmember Myrtle Cole, at 3:04 with a quorum.

### **Public Comment**

None

Agenda items 7,12 and 13 were pulled for discussion.

### **The following items were approved on the consent agenda:**

- 1-11/20/2015 - Item 1*     **Minutes of the September 25, 2015 Policy Board meeting**  
Approve the minutes of the meeting.
- 2-11/20/2015 - Item 2*     **Approval of the Providers/Programs for the Eligible Training Provider List (ETPL)**  
That the Policy Board concur with the WIB and approve of five new programs that meet the requirement of the Workforce Investment Directive WSD13-10 for inclusion on the ETPL.
- 3-11/20/2015 - Item 3*     **Incumbent Worker Training Eligibility Requirements**  
That the Policy Board concur with the WIB and approve the eligibility requirements for Incumbent Worker Training.
- To qualify as an incumbent worker, the incumbent worker needs to be employed, meet the Fair Labor Standards Act requirements of an

employer-employee relationship, and have an established employment history with the employer for six months or more. To receive Incumbent Worker Training funds, an employer must submit an IWT application to SDWP and provide written documentation or statement of need that the positions to be trained for are at risk of being laid off if additional training is not received.<sup>1</sup> The training must increase the competitiveness of the employee and/or employer.

4-11/20/2015 - Item 4

**Layoff Aversion Services Contract Modification**

That the Policy Board concur with the WIB and approve an additional \$80,000 to the Layoff Aversion Services contractor, California Manufacturing Technology Consulting (CMTC). Effective date of funding is October 1, 2015, and is contingent upon the approval of SDWP organizational budget by the Policy Board.

Contractor	Current Allocation	Contract Modification	Total Allocation
CMTC	\$100,000	\$80,000	\$180,000

5-11/20/2015 - Item 5

**Eligible Training Provider List (ETPL) Policy**

That the Policy Board concur with the WIB and approve an updated Eligible Training Provider List (ETPL) Policy in line with the California State Workforce Development Board’s (State Board) WIOA ETPL Policy and Procedures.

6-11/12/2015 - Item 6

**Contract Action – AJCC Satellite Partnership Funding**

That the Policy Board concur with the WIB and approve a total of \$200,000 to launch additional AJCC satellite sites across the region. This money will be used to fund a minimum of one staff resource and/or other support resources to launch at least four new AJCC satellites.

The following table shows the planned funding allocations to AJCC contractors within the current contract term ending June 30, 2016:

Contractor	Region	Planned College Partner*	Expected Funding
KRA	Metro	San Diego City College	\$50,000
ResCare Services	Workforce North	Mira Costa College**	\$50,000
ResCare Services	Workforce South	Southwestern College	\$50,000
Grossmont Dist.	Unified H.S. East	Cuyamaca College	\$50,000
<b>Total</b>			<b>\$200,000</b>

\*MOUs are currently routing through each community colleges’ approval process.

\*\*Located at the Technology Career Institute in Carlsbad

7-11/20/2015 - Item 8

**WIOA Youth Out-of-School Local Eligibility Policy – defining Additional Assistance**

That the Policy Board concur with the YC and approve of SDWP's local eligibility definition for out-school youth, ages 16-24, who are low income and require additional assistance to enter or complete an educational program or to secure or hold employment.

The recommended local criteria for individuals who require additional assistance will take effect July 1, 2016 and has been defined by the RFP work group as youth:

- a. Who reside in a public housing program;
- b. Who are refugees/immigrants;
- c. Who have a serious emotional, medical or psychological problems;
- d. Who have substance abuse problems or has a history of having such problems; and/or
- e. Who have a parent or legal guardian that is incarcerated.

8-11/20/2015 - Item 9

**FY 2016 Budget Modification**

That the Policy Board concur with the SDWP Board of Directors and approve the Budget Modification for FY 16.

9-11/20/2015 - Item 10

**Funding Recommendation for Monitoring Service**

That the Policy Board concur with the SDWP Board of Directors and approve that the CEO be authorized to negotiate and execute a contract with Simpson & Simpson, CPAs, to do compliance monitoring of all programs funded by SDWP. The period of performance for the initial contract will be for eight (8) months beginning on December 1, 2015 through July 31, 2016, for an amount not to exceed \$90,000. There is an option to extend for up to two additional full years.

10-11/20/2015 - Item 11

**Request for Waiver of “Cooling Off Period” Policy for Advisory and CFO Services Contract**

That the Policy Board approve a waiver to SDWP's “Cooling Off Period” policy for the selection of Ms. Emilia Gabriele for the Advisory and CFO Services Contract (Service Agreement #SA-Gabriele-01) which was executed on December 29, 2014 and remains in force until December 31, 2015.

**Consent Agenda Vote:**

*Motion, Seconded, Carried Unanimously (Crawford/Sherman)*

**The following items were approved with comments noted:**

*11-11/12/2015 - Item 7* **Request for Proposal (RFP) for WIOA Youth Funding**

That the Policy Board concur with the WIB and approve of the Request for Proposal (RFP) to procure WIOA Out-of School youth programs.

*Motion, Seconded, Carried Unanimously (Sherman/Crawford)*

*12-11/12/2015 - Item 12* **Approval of 2016 Policy Board Meeting Schedule**

That the Policy Board approve the proposed schedule for the calendar year 2016.

Policy Board members proposed a change of time that the Policy Board meets to 1:00p – 1:45 p.

*Motion, Seconded, Carried Unanimously (Crawford/Sherman)*

*13-11/12/2015 - Item 13* **Appointment of Members to the New Workforce Development Board**

That the Policy Board approve the recommended slate of applicants to serve as SDWP's Workforce Development Board (WDB)

*Motion, Seconded, Carried Unanimously (Sherman/Crawford)*

**Reports**

*14-11/20/2015 - Item 14* **President & CEO Report**

Peter Callstrom reported on various SDWP activities.