

**Item #1: Minutes of the November 10 Workforce Development Board Meeting**

---

**Members Present**

Althea Salas	Eric Robles	Marlene Taylor
Andy Berg	Erik Caldwell	Matt Kriz
Annie Taamilo	John Ohanian	Omar Passons
Carmencita Trapese	Krista Torquata	Phil Blair
Ed Hidalgo	Lee Goodman	Tom Lemmon

**Members Absent**

Carlos Turner-Cortez	Mitch Mitchell	Steve Redding
Ky Lewis	Nick Macchione	Sunny Cooke
Mark Cafferty	Richard Barrera	

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 8:07a, at SDWP, with a quorum present.

**Non-Agenda Public Comment**

None

**Presentation**

Board Member Spotlight – Althea Salas, VP Human Resources, San Diego Tourism Authority

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

- 1-11/10/2016 - Item 1*     **Minutes of the September 15 WDB Meeting**  
Approve the Minutes.
  
- 2-11/10/2016 - Item 2*     **Geographic Distribution of Funds Extension**  
Approve extension of geographic distribution of funds for PY18.
  
- 3-11/10/2016 - Item 5*     **RFP Framework: Independent Living Skills for Youth Involved in the Foster Care System**  
Approve the framework for the procurement of up to \$550,000 WIOA Youth funds.

**Consent Agenda Vote**

*Motion, Second, Carried Unanimously (Ohanian/Caldwell)*

*Abstention: Item 1: T. Lemmon*



**The following items were approved**

4-11/10/2016 - Item 3

**Transfer of Funding from Dislocated Worker to Adult**

Recommend approval to transfer funds in the amount of \$676,000 from Dislocated Worker training funds to Adult training funds.

*Motion, Second, Carried Unanimously (Blair/Berg)*

5-11/10/2016 - Item 4

**Contract Action: IRC and Access, Inc.**

Recommend approval of the following contract actions:

- *Add additional \$167,250 to IRC contract.*
- *Add additional \$113,250 to Access, Inc. contract.*

*Motion, Second, Carried Unanimously (Berg/Taamilo)*

**DISCUSSION**

SDWP staff worked with members of the Youth Council and other project partners and stakeholders to identify transition contractors.

The providers were selected and recommended based on the following criteria:

- Provider is in good standing with existing expertise.
- Provider already has staff with CalJOBS expertise.
- Provider currently working in area where majority of youth live.

Staff reported that the Policy Board was in support of the transition and stated a commitment to provide the best for the young people.

6-11/10/2016 - Item 6

**Board Resignations and New Membership Approvals**

That the WDB concur with the Executive Committee (EC) recommendation to:

1. Cease board membership for Patrick Lloyd and Marco Ortiz and;
2. Add Susie Harborth and Jamie Latiano Jacobs as Directors.

*Motion, Second, Carried Unanimously (Caldwell/Blair)*

**DISCUSSION**

M. Taylor explained that the EC discussed WDB board attendance, director applications and requirements under WIOA.

The Board reviewed the background of the two new Directors.

The Board recruitment process includes maintaining ongoing applications and leads for potential members. The recruitment process will be sent out to all Board members.

7-11/10/2016 - Item 7

### **WDB Committee Structure Recommendations**

*That the WDB concur with the Executive Committee (EC) and approve four recommendations for the WDB committees:*

1. Make explicit the existence of three committees to the WDB:
  - 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 EC 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 WDB bylaws govern committees' work. Committees shall not have separate bylaws. Committees may develop guidelines that do not conflict with WDB bylaws.
4. Recommend approval of a new guidelines document that helps inform the committee's work.

*Motion, Second, Carried Unanimously (Ohanian/Blair)*

### **DISCUSSION**

*O. Passons summarized how the EC gathered feedback to create a process that enables board involvement and better alignment with the committees and the WDB.*

A Hall thanked O. Passons for taking the lead and time to personally reach out to committee members.

P. Callstrom thanked the EC for all their work to refine the WDB Committee Guidelines.

8-11/10/2016 - Item 8

### **Youth & Young Adult Committee (YC) Chair Nomination**

1. Recommend WDB nominate and vote for a member of the WDB to serve as the YC Chair.

*Motion, Second, Carried Unanimously (Blair/Berg)*

2. WDB nominated and selected O. Passons for YC Chair.

*Motion, Second, Carried Unanimously (Caldwell/Hidalgo)*

## **DISCUSSION**

The Chair called for nominations for the YC Chair position. O. Passons reminded Board members to consider all Board members and to select the person that they think will do the best job. Board members unanimously approved O. Passons.

### **9-11/10/2016 - Item 9 SDWP FY17 Budget Modification**

*Approve the FY17 Budget Modification.*

*Motion, Second, Carried Unanimously (Blair/Caldwell)*

### **10-11/10/2016 - Item 10 2017 Board Meeting Calendar**

We will be moving the meetings to different locations. Let SDWP staff know if you have a venue to recommend.

### **11-11/10/2016 - Item 11 President & CEO Report**

- SDWP 2016 Annual Report was released
- Sector Boards - SDWP is planning on producing more boards from the recently released reports. We are excited to explore the potential of creating a mobile app.
- Recognized P. Blair for coordinating a meeting with Sea World to expand our C2C partnership and collaboration.
- Workforce Conference – Seats were filled in 15 minutes after registration was open; 300 on wait list. Many sponsors - thank you to board members who have provided sponsorship.
- Youth Summit – April 13, 2017
- Hire a Vet, Hire a Hero Job Fair – November 10

## **Adjournment**

The meeting was adjourned 9:30a.

Next meeting is February 9, 2017.