



## Workforce Development Board Agenda

**Date:** Thursday, June 13, 2019  
**Time:** 8–9:30 a.m.  
**Place:** Workforce Partnership, 9246 Lightwave Ave. 1<sup>st</sup> Floor, San Diego, CA

### Welcome and Introductions

- Phil Blair (Chair) calls the meeting to order.
- Non-agenda public comment.

### Action Items

- Item #1: Minutes of the April 13, 2019 WDB Meeting **(Phil Blair, Chair)**
- Item #2: Membership Update **(Phil Blair, Chair)**
- Item #3: FY 2019/2020 Organizational Budget **(Ellen Class, CFO)**
- Item #4: 2017 Tax Return & 990 **(Ellen Class, CFO)**
- Item #5: Contract Renewals: Youth Providers **(Andrew Picard, VP)**
- Item #6: Contract Renewal: KRA Corporation **(Andrew Picard, VP)**

### Information Items:

- Item #7: Strategic Deep Dive – Reentry Works **(Andrew Picard, VP)**
- Item #8 Committee and Working Group Updates **(Andy Hall, COO)**
- Item #9: Board Officer Elections at August meeting **(Phil Blair, Chair)**
- Item #10: Staff Update **(Andy Hall, COO)**

Next Meeting: **August 16<sup>th</sup>, 8am – 9:30am**

**Text in blue is person introducing the item.**

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PUBLIC COMMENT: Members of the public may address the Board on issues on this agenda (three minutes per subject) and/or other items within the Board's scope. To speak, submit a "Request to Speak" form prior to the meeting. The SDWP will provide accommodations to persons who require assistance. Questions: (619) 228-2900.

## **Common Abbreviations and Terms**

ADA – Americans with Disabilities Act

AJCC – America’s Job Centers of California

C2C – Connect to Careers

CWDB – California Workforce Development Board

DEI – Diversity Equity and Inclusion

ECCC – East County Career Center

EDC – Economic Development Council or Corporation

EDD – Economic Development Department

GUHSD – Grossmont Unified High School District

HHSA – Health and Human Services Agency

ISA – Income Share Agreement

P2E – Prison to Employment Initiative

RPU – Regional Planning Unit

SBR – Southern Border Region

WDB – Workforce Development Board

WIOA – Workforce Innovation and Opportunity Act

**Item #1: Minutes of the April 18, 2019 WDB Meeting**

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**Members Present**

Phil Blair, Chair	Althea Salas	Nancy Smith-Taylor
Kevin Alvin	Matt Kriz	Sandra Shuda
Andy Berg	Barb Krol	Annie Taamilo
David Blake	Ky Lewis	Tom Lemmon
Ed Hidalgo	Omar Passons	Mike Zucchet
Rick Vaccari	Ricky Shabazz	Sunita Cooke
Sean Karafin		

**Members Absent**

Mary Burton	Carmencita Trapese	Carlos Turner Cortez
Dennis DuBard	Sammy Totah	Mark Starr
Shandon Harbour	Pam Murray	

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

**Call to Order**

The meeting was called to order by P. Blair, at 8:00 a.m. with a quorum present.

**Non-Agenda Public Comment**

None.

**Action Items**

**Item 1 Minutes of the April 18, 2019 WDB Meeting**

Motion: WDB approves the previous meeting minutes.

Moved (K. Lewis), Seconded (S. Karafin)  
Abstentions: A. Salas, T. Lemmon, S. Cooke  
Motion Passes unanimously

**Item 2 Membership Updates**

Motion: The WDB recommend Christina Bibler, City of San Diego Director of Economic Development to join the WDB, pending approval by the Policy Board.

Moved (T. Lemmon), Seconded (S. Cooke).  
Motion Passes unanimously

**Item 3 East County Career Center Lease Approval**

Andrew Picard, VP of Perations reviewed the new lease, location and flexible exit terms. He addressed questions regarding tenant improvements and competitive rates.

Motion: The WDB approve a 3-year lease under the costs and terms herein for the new location of the East County Career Center (ECCC). The location is at 151 Van Houten Ave, El Cajon, CA. The WDB approves SDWP to manage additional lease negotiations of other non-fiscal related terms, while not exceeding the cost and terms. Moved (A. Berg), Seconded (S. Cooke), Carried unanimously.

**Item 4 FY 2018 Financial Statements and Audit Report Approval**

Ellen Class, CFO, introduced herself. R. Viccari discussed chairing the audit committee and the recent meeting. There were no audit findings and no observations. The audit results were exemplary. Viccari adds that he has been impressed with the make-up of the committee that includes the CFOs of the city and county. Callstrom added more on the board's depth and expertise.

Motion: The WDB approve the FY 2018 Financial Statements and Audit Report, as recommended by the Audit Committee.  
Moved (S. Shuda), Seconded (A. Taamilo)  
Motion passes unanimously

**Information Items**

**Item 5 Strategic Deep Dive – Income Share Agreements (ISAs)**

SDWP's ISA initiative was discussed at length. Key players were present to share perspectives: Mary Walshok (UCSD), Vemo Education, Brad Rustin (legal counsel) and Will Nelligan (consultant). Board questions addressed included: economic expansion if the market turns down, how a major shift impacts the work, repayment period, default and collection issues, importance of this being a local project – and the responsivity in the community, the selection process, wrap around services, importance of the job placement services, community college program differences.

**Item 9 CEO and Staff Update**

Peter addressed the upcoming youth summit (5/2), thanks board members for the support and encouraged all to attend.

**Adjournment**

The meeting was adjourned at 9:30 am.

## **Item #2: Membership Update**

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### **ACTION ITEM – VOTE REQUIRED**

That the WDB recommend the following individuals to the Policy Board for WDB appointment.

Kevin Johnson and Dr. Nabil Abu-Ghazaleh.

### **Background**

Kevin Johnson was recommended by WDB member, Tom Lemmon. Mr. Johnson would fill a labor seat (designated by WIOA regulations)

Dr. Sunny Cooke (MiraCosta President) is resigning at the June 13 meeting after serving her term. The WDB is very grateful for her long service and collaborative involvement and leadership.

Dr. Cooke discussed her transition with SDICCCA (San Diego/Imperial County Community College Association). The SDICCCA leadership voted to recommend Dr. Abu-Ghazaleh to fill her seat (Higher Education – designated by WIOA regulations)

### **Kevin Johnson (Labor Seat)**

Kevin Johnson is the Training Director/CFO for the San Diego & Imperial County Electrical Training Institute with extensive experience working with electrical industry leaders to deliver the most thorough and relevant education in the electrical field.

Kevin started his apprenticeship in San Antonio, Texas where he completed two years of his apprenticeship before transferring to San Diego where he graduated the five-year apprenticeship with an award in leadership.

After graduation, Kevin continued to develop his leadership role and took the position of foreman with HMT Electric Inc. where he spent six years with the contractor. He worked his way up to General Foreman and eventually into the office where he became a member of the management team as Pre-Construction Manager handling duties including value engineering contract prints, identifying pre-fab opportunities, foreman safety training, and various project management roles and responsibilities.

During his time as general foreman, Kevin also took on the role as instructor at the San Diego Electrical Training Institute where he earned his accreditation as adjunct faculty with Palomar College and completed the 4-year National Training Institute for instructors at the University of Michigan. Kevin taught subjects such as AC theory, DC theory,

Codeology, and Orientation for the apprenticeship and has taken on the role of instructor for the National Training Institute.

Kevin believes that the apprenticeship is the foundation of any trade and the main hub for our future leaders and owners in the industry.

### **Nabil Abu-Ghazaleh, Ed.D**

#### **NABIL ABU-GHAZALEH, ED.D.**

Grossmont College President Nabil Abu-Ghazaleh, Ed.D., has more than 28 years of experience in California community colleges. He is known for his collegiality, collaboration and his commitment to success for all students.

Dr. Abu-Ghazaleh started at Grossmont College in July 2015, following his role as president at West Los Angeles College, which began in 2011. He began his community college career as a tenured associate professor of engineering and technology at Pasadena City College, teaching for 10 years before serving as interim dean of engineering and technology. Before teaching, he worked as a transportation engineer and computer-aided engineering trainer at Caltrans. Prior to his presidency at West Los Angeles College, Dr. Abu-Ghazaleh served as vice chancellor of educational services and technology at Coast Community College District in Costa Mesa, vice president of academic affairs at Pierce College in Woodland Hills, and dean of student learning at Moorpark College.



Dr. Abu-Ghazaleh received his doctorate in educational leadership from California State University, Fullerton; a master's degree in education from University of California Los Angeles and a master's and bachelor's degrees in engineering sciences from UC San Diego.

### Item #3: FY 2019/2020 Organizational Budget

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#### **ACTION ITEM – VOTE REQUIRED**

The WDB approve the FY20 June budget.

#### **BACKGROUND**

San Diego Workforce Partnership is proud to present a balanced, sound, and conservative budget for the start of FY20.

#### **FY20 REVENUE (FIGURE 1)**

Revenue is planned at \$29.9M, (5.8%) or (\$1.8M) lower than the \$31.7M FY19 revised budget approved by the Policy Board on March 1, 2019.

**WIOA Formula Funds** - WIOA formula funds decreased by approximately (9.5%) or (\$2.0M). The Workforce Partnership does not have control over the level of funding it receives from WIOA formula funds; it is set by EDD based on federal allocations.

**Public Grants** - Public grants decreased approximately (8.0%) or (\$0.7M) from the previous budget.

**Private Grants** - Private grants increased approximately 54.9%, +\$.9M from the previous budget.

**Figure 1: Two Budget Cycle Revenue Comparison by Funding Type**

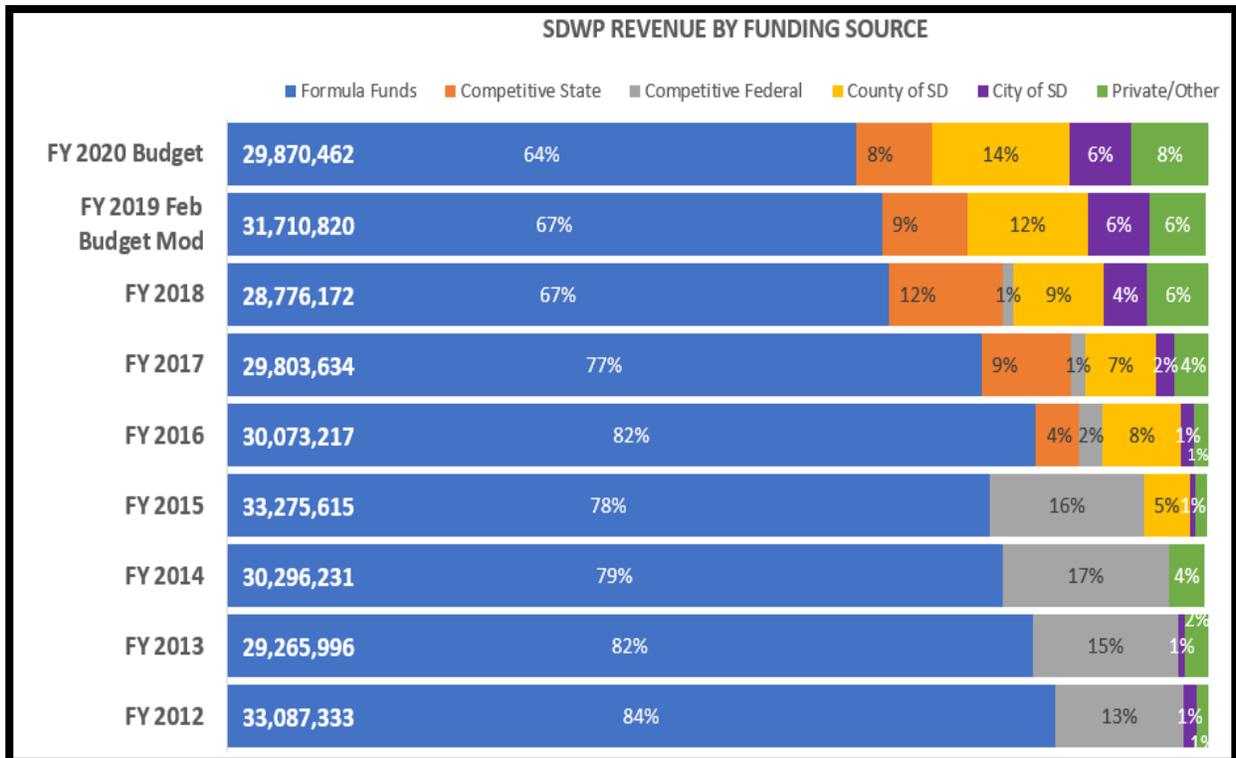
<b>(Thousands)</b>	<b>FY20 Jun</b>	<b>FY2</b>	<b>\$ Difference</b>	<b>% Difference</b>
WIOA Formula Funds	19,163	21,171	(2,008)	(9.5%)
Public Grants	8,213	8,929	(716)	(8.0%)
Private Grants	2,494	1,610	884	54.9%
<b>Total</b>	<b>29,870</b>	<b>31,710</b>	<b>(1,840)</b>	<b>(5.8%)</b>

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

**Figure 2: FY19 Mod vs. FY20 Budget Changes by Source**



**Figure 3: Funding by Source**



**A note on annual revenue:** The \$29.9M confirmed revenue in this budget presentation is \$.3M up from the \$29.6M revenue in the June 2018 budget item, roughly one year ago.

## **FY20 EXPENSES (FIGURE 2)**

**Central Operations:** Includes executive, finance operations and support services. A (5.8%) or (\$0.14M) decrease in spending is planned in this category, driven primarily by a reduction in direct allocated costs due to a new cost allocation methodology as of July 1, 2019.

**Direct Program Support:** This category includes expenses that directly support specific grant programs and/or functions. The following departments are included in this category: Adult, Youth, Businesses Services, Income Sharing Agreements, Research, Communications, IT, Facilities, and Human Resources. Overall, there was no difference in spending due to the offset between the increase of support expenses for new grants, the decrease in support expenses for grants that ended in FY19, and existing grants that changed funding levels.

**Programs & Contracts:** Services provided to program participants through contracted providers, including training funds, supportive services, and direct service staff (the America's Job Centers of CA, WIOA Youth Contracts, etc.). The Workforce Partnership anticipates a (7.4%) or (\$1.7M) decrease in funding for direct programs and contracts primarily driven by the reduction in WIOA grants.

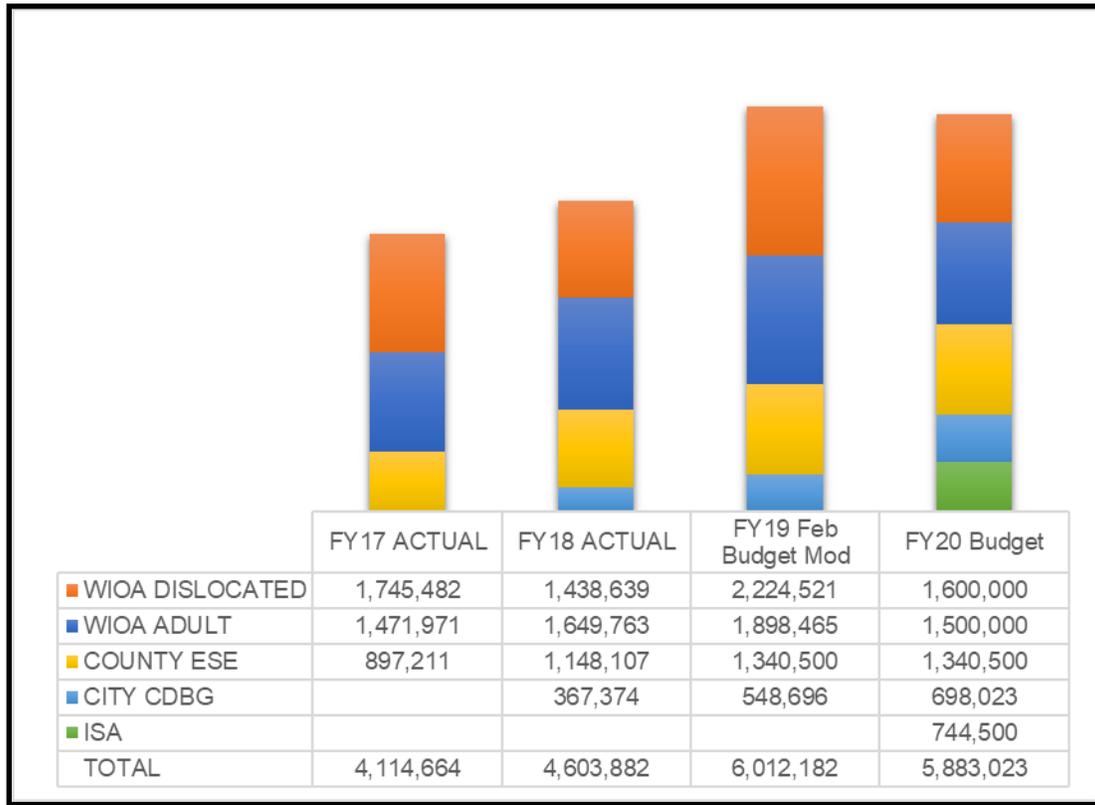
**Figure 4: Planned Expense Categories**

<b>(Thousands)</b>	<b>FY20 Jun</b>	<b>FY19 Feb Mod</b>	<b>\$ Difference</b>	<b>% Difference</b>
Central Operations	2,339	2,484	(145)	(5.8%)
Direct Program Support	6,467	6,467	0	0.0%
Programs & Contracts	21,064	22,759	(1,695)	(7.4%)
<b>Total</b>	<b>29,870</b>	<b>31,710</b>	<b>(1,840)</b>	<b>(5.8%)</b>

## **FY20 Training & Wages**

As federal funds continue to decrease, a big marker of SDWP's success is our ability to continue to put funding for training and wages directly into the hands of our customers. The graph below shows our organizations' continued commitment to putting as many dollars back into the community as possible every year.

**Figure 5: PY20 Budget with planned training dollars**



**Looking Ahead:**

SDWP looks forward to another strong financial year with a diversified portfolio, a sound operational infrastructure, and no long-term pension of lease obligation. Between now and the February modification, we expect another \$2-3M in confirmed revenue through the following:

- **Organic growth** with current funders and partners.
- **Workforce ISA Fund:** both additional philanthropic fundraising and cash inflows.
- **New private foundation relationships:** we have several submissions we are waiting on, including a \$500K grant from the Lumina Foundation that we expect to finalize in July.
- **Growth in fee for service lines** across research, business services, and program departments.

By focusing on these four revenue growth strategies, we expect to continue to expand our impact in the community regardless of the federal funding allocation.

## Item #4: 2017 Tax Return & 990

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### **ACTION ITEM – VOTE REQUIRED**

That the WDB approve the 2017 tax return, submitted on May 9<sup>th</sup>, 2019 by SDWP's audit partner Rogers, Anderson, Malody & Scott LLP.

### **BACKGROUND**

The full tax returns are public documents and can be found here:

<https://workforce.org/wp-content/uploads/2019/06/2017-Tax-Return-San-Diego-Workforce.pdf>

Rogers, Anderson, Malody & Scott LLP prepared these returns on SDWP's behalf.

Print copies of the return will be available at the meeting for the public and at board member request.

**Item #5: Contract Renewals: Youth Providers**

**ACTION ITEM – VOTE REQUIRED**

That the WDB approve the following 12 contracts for PY 2019-2020 Workforce Innovation and Opportunity Act (WIOA) Youth Programs for a total of \$4,763,432.

These contracts would be executed for 1 year, with the option to renew one final year in PY 2020-2021.

**BACKGROUND:**

Through these 12 contracts, SDWP’s youth provider network serve approx. 1,600 16-24 years-olds not working and not in school or in the foster care system. Services include career coaching, supportive services, education counseling, mentorship, internship and job placement, as well as services to help participants success in their job and/or education placement.

Key performance goals for the youth system include (but are not limited to):

- **75%** placement in employment or education rate
- **75%** retention in employment or education 6 months after exit.

These measures, as well as several other programmatic and fiscal management measures, are also negotiated into the contract and tracked on a quarterly basis (see attachment A).

**Figure 1: Funding Recommendation for Out-of-School Programs:**

<b>East Region (\$614,435)</b>	
<b>Organization</b>	<b>Amount</b>
Access	\$424,067
International Rescue Committee	\$190,368
<b>South Region (\$694,156)</b>	
<b>Organization</b>	<b>Amount</b>
Access	\$694,156
<b>North Region (\$1,104,717)</b>	
<b>Organization</b>	<b>Amount</b>
Access	\$425,526
Interfaith Community Services, Inc.	\$348,091
YMCA of San Diego County	\$331,100
<b>Metro Region (\$1,523,882)</b>	
<b>Organization</b>	<b>Amount</b>
Able-Disabled Advocacy, Inc.	\$461,496
Access	\$426,067

San Diego Continuing Education, SD Community College District	\$356,267
San Diego Second Chance	\$280,052
<b>Network Total</b>	<b>\$3,937,190*</b>

In addition to the out of school youth providers, SDWP funds two providers to provide education and workforce services for foster youth in partnership with the County of San Diego, Health and Human Services Agency (County HHSA).

**Figure 2: Funding Recommendation for Countywide Foster Youth Programs**

<b>County-Wide</b>	
<b>Organization</b>	<b>Amount</b>
South Bay Community Services (Independent Living Skills)	\$427,986
Access (San Pasqual Academy)	\$398,256
<b>Total</b>	<b>\$826,242*</b>

\*These amounts may increase or decrease by July 1, 2019 based on availability of formula fund allocation from the State Employment Development Department (EDD). SDWP anticipates that full funding allocations will be known on or about the time of the negotiations.

**Independent Living Skills (ILS):** This program serves in-school and out-of-school current and former foster youth ages 16-24, helping transitioning youth and young adults graduate high school, access post-secondary education and training, find employment, and achieve self-sufficiency.

**San Pasqual Academy (SPA) Program -** Since 2001, SDWP has invested workforce funds in the SPA work-readiness program, a unique residential high school program for in-school foster youth in San Diego County. Through work-readiness, case management, internships, job shadows, and other workforce services, Access serves 90 foster youth each year as they graduate high school, leave SPA, and work toward their next step on their career path.

*A note on funding amounts:* The contract amounts are based upon WIOA Youth funding from the State of California Employment Development Department (EDD) and the Workforce Partnership's approved geographic distribution across the County's four regions. For PY 2019-2020, EDD projected an 11% reduction of funding for San Diego's WIOA Youth allocation. The recommended contract amounts funding reduction was calculated based on: 1) the provider's overall performance in this program year 2) total amount of unspent funds in this program year 3) the contract performance deliverables.

## Attachment A: Youth Program Quarterly Performance PY 18/19 (Last four quarters)

Contractor	Program	Funding	Contract Award	(P) Program Perf. (F) Fiscal Mngt* Far right = Most recent
<b>Youth Programs</b>				
Able Disabled Advocacy	(Metro) Out of School Youth	WIOA	\$473,258	P ●●●● F ●●●●
Access, Inc.	(Metro)	WIOA	\$437,516	P ●●●● F ●●●●
	(East)	WIOA	\$435,775	P ●●●● F ●●●●
	(North)	WIOA	\$437,227	P ●●●● F ●●●●
	(South)	WIOA	\$707,366	P ●●●● F ●●●●
	(County-Wide) Foster Youth-SPA	WIOA	\$513,043	P ●●●● F ●●●●
Interfaith Community Services	(North)	WIOA	\$386,882	P ●●●● F ●●●●
International Rescue Committee	(East)	WIOA	\$218,382	P ●●●● F ●●●●
San Diego Cont. Ed	(Metro)	WIOA	\$375,045	P ●●●● F ●●●●
Second Chance	(Metro)	WIOA	\$413,020	P ●●●● F ●●●●
South Bay Community Services	(County-Wide) Foster Youth	WIOA	\$463,356	P ●●●● F ●●●●
YMCA	(North)	WIOA	\$363,969	P ●●●● F ●●●●

Corrective action policy: SDWP places contractors on corrective action after any single quarter reporting under performance. Corrective action involves documenting immediate targets for improvement, and prescribed, frequent technical assistance sessions from SDWP staff. Generally, SDWP moves to recommend funding reduction if a contractor has seen two or more successive quarters below corrective action targets, without improvement on agreed upon milestones.

## Item #6: Contract Renewal: KRA Corporation

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### **ACTION ITEM – VOTE REQUIRED**

The WDB approve the contracts for the Operation and Management of the America’s Job Center of California (AJCC) Network for Program Year 2019-2020, which includes several grant programs competitively awarded to KRA Corporation.

### **BACKGROUND**

This contract serves as the backbone of our service delivery system, funding operations at six comprehensive Career Centers that see **77,000+** visitors, providing intensive services to **3,700** individuals that include individual career coaching, development of career plans, training financing, and job and internship placement. Key goals of these career centers include:

- **75%** employment placement rate,
- **75%** retention rate, and
- **80%** credential attainment rate for those we fund training.

Additional, specialized programs like the ESE Rapid Re-Housing, and DEI programs have additional contract goals and requirements.

If approved, this contract year would be the second year with two remaining options years for the four year procurement cycle.

**Figure 1: KRA Contract Broken Down by Program and Amounts**

Region	WIOA Adult	WIOA DW	ESE	Rapid Re-Housing	DEI	Total
Metro	\$1,072,792	\$1,220,821			\$90,960	\$2,385,573
North	\$610,517	\$641,528				\$1,252,045
South	\$444,579	\$507,130				\$951,709
East	\$362,989	\$317,810				\$680,799
Countywide			\$1,965,975	\$138,860		\$2,104,835
<b>Total</b>	<b>\$2,490,877</b>	<b>\$2,687,289</b>	<b>\$1,965,975</b>	<b>\$138,860</b>	<b>\$90,960</b>	<b>\$7,374,961</b>

**Adult/Dislocated Worker Funding:** These funds support the America’s Job Centers of California that provide employment and training services to assist eligible individuals in finding and qualifying for meaningful employment, and to help employers find the skilled workers they need to compete and succeed in business.

**Expanded Subsidized Employment (ESE):** The goal of the program is to move welfare-to-work (WTW) participants from subsidized employment to unsubsidized employment in occupations that will improve earnings and support families making the transition from public assistance to self-sufficiency. ESE funds can subsidize wages for up to 6 months for WTW participants. County WTW participants are referred to the AJCC network for job

placement once they are deemed job ready. The County funds this program and SDWP administers it through the AJCC's and this contract with KRA.

**Rapid Re-Housing:** In 2018, SDWP partnered with the City of San Diego, the Regional Task Force on the Homeless, and Rapid Re-Housing program providers to test the Individual Placement and Support (IPS) Model for supported employment for individuals experiencing homelessness. Since October 2018, 36 out of 95 active participants have been placed in employment opportunities.

**DEI/Ticket to Work:** In September 2016, SDWP was awarded the Disability Employment Initiative (DEI) a pilot program to improve access for job seekers with disabilities to careers. KRA is currently on corrective action due to underperforming for this pilot program in several metrics including:

- DEI Clients Employed
- DEI Clients Entering a Career Pathway
- DEI Clients Completing a Career Pathway
- DEI Clients Obtaining an Industry Recognized Credential

This program is a pilot, and SDWP, KRA, and EDD are restructuring key elements of the contracts from the state to reflect learning from the first years of the pilot. KRA has delivered a corrective action plan SDWP will be monitoring this contract closely for improvements.

## Attachment A: KRA Program Quarterly Performance PY 18/19 (Last four quarters)

Contractor	Program	Funding	Contract Award	(P) Program Perf. (F) Fiscal Mngt* Far right = Most recent
<b>Adult Programs</b>				
KRA (South)	Adult/DW	WIOA	\$1,006,648	P  F 
KRA (North)	Adult/Dislocated Workers	WIOA	\$1,300,020	P  F 
KRA (Metro)	Adult/Dislocated Workers	WIOA	\$1,976,462	P  F 
KRA (East)	Adult/Dislocated Workers	WIOA	\$978,092	P  F 
KRA	Disability Employment Initiative (DEI)	EDD	\$112,664	P  F 
KRA	Expanded Subsidized Employment (ESE)	County of San Diego	\$2,126,000	P  F 
KRA	Breaking Barriers San Diego	DOL - WIF	\$1,030,646	P  F 
KRA	English Language Learner Grant (ELL)	EDD	\$44,070	P  F 
<b>Total</b>			<b>\$8,574,602</b>	

\*Each program may be reporting quarter on separate cycle. SDWP funding streams have different performance cycles, most are on Jul-Jun or Dec-Jan, with some on Sept-Oct. Some are only 12- to 18-month pilot programs.

\*\*KRA's 2<sup>nd</sup> quarter of PY 2018-2019 is below target in South, North, and East counties due to the transition of service provider as of July 1, 2018. KRA will continue to move towards target as participants exit.

**Corrective action policy:** SDWP places contractors on corrective action after any single quarter reporting under performance. Corrective action involves documenting immediate targets for improvement, and prescribed, frequent technical assistance sessions from SDWP staff. Generally, SDWP moves to recommend funding reduction if a contractor has seen two or more successive quarters below corrective action targets, without improvement on agreed upon milestones.

## Item #7: Strategic Deep Dive – Reentry Works

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### **INFORMATION ITEM – NO ACTION REQUIRED**

This session will be an overview of the Workforce Partnership’s strategic priority to serve those reentering society from incarceration and those living with criminal records. Beginning in 2015, the Workforce Partnership and the San Diego Sheriff’s Department has grown successful operations of two job centers in correctional facilities; called the Reentry Works program.

In 2019, the State EDD has awarded \$2.5M of the Prison2Employment (P2E) grant the Southern Border Region (San Diego Workforce Partnership and Imperial County WDB) to grow our efforts to provide workforce development services to justice-involved individuals. The Workforce Partnership will lead a strategic deep dive into these efforts and share plans for upcoming Request for Proposals (RFP) for the P2E and Reentry Works grants.

***Presentation facilitated by:*** Reentry Working Group Chair David Blake, and San Diego Workforce Partnership staff: Andrew Picard, VP of Operations, Kristen Walker, Manager of Programs and Daniel Enemark, Sr. Research Analyst.

## Item #8: Committee and Working Group Updates

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### COMMITTEES

Formal standing committees of the board chartered by SDWP By-Laws and/or established by vote and governed by the Brown Act

#### **Executive Committee: Chair: Phil Blair**

Members: Omar Passons, Annie Taamilo, Ky Lewis

Staff Lead: Peter Callstrom (CEO) [Peter@workforce.org](mailto:Peter@workforce.org)

Next Meeting: Friday, July 26, 2019

Location: SDWP Corporate Offices - 9246 Lightwave Avenue, Suite 210

Purpose: membership, board engagement, board meeting planning, and overall responsibility for the strategic direction of board and staff engagement.

#### **Audit Committee: Chair: Rick Vaccari**

Members: Ed Hidalgo, Tracy Sandoval, SD County CFO, Rolando Charvel, CFO City of San Diego

Staff Lead: Ellen Class, CFO [Ellen@workforce.org](mailto:Ellen@workforce.org)

Next Meeting: September 17, 18 or 19th, 2019

Location: SDWP Corporate Offices - 9246 Lightwave Avenue, Suite 210

Purpose: to assist the WDB in fulfilling its oversight responsibilities for the accounting and financial reporting process, internal controls, the audit process, and SDWP's governance structure.

## WORKING GROUPS

Informal groups made up of board members and community members working on specific topic areas/short term tasks.

### **Future of Service Delivery: Chair: Annie Taamilo**

Members: Carlos Turner Cortez, Kevin Alvin, Ky Lewis, Mark Starr, Matt Kriz, Nancy Smith-Taylor, Rick Vaccari, Sunni Cooke, Sammy Totah

Staff Lead: Andy Hall, COO ([Andy@workforce.org](mailto:Andy@workforce.org))

Next Meeting: June 26 (11am – 1pm)

Location: Escondido Live Well Center, 649 West Mission Avenue, Escondido, CA 92025

Purpose: review of our service delivery strategy, infrastructure, and financing. Make recommendations on strategic priorities and investments to help shape and innovate our service delivery system.

### **Reentry Services: Chair: David Blake**

Members: Carlos Turner Cortez, Kevin Alvin, Omar Passons, Ruth Salcido, Shandon Harbour, Tom Lemmon

Staff Lead: Andrew Picard, VP of Operations ([andrewpicard@workforce.org](mailto:andrewpicard@workforce.org))

Next Meeting: June 13 (immediately following board meeting)

Location: SDWP Corporate Offices - 9246 Lightwave Avenue, Suite 210

Purpose: to inform and expand SDWP's strategy to grow justice-involved programming for those reentering society from incarceration.

### **Opportunity Youth: Chair: Omar Passons**

Members: Althea Salas, Carmencita Trapese, Ed Hidalgo, Kevin Alvin, Mark Starr, Mary Burton, Shandon Harbour, Sunita Cooke, Tom Lemmon  
Community members: Tracy Fuerte, Laurie Coskey

Staff Lead: Laura Kohn, Director of C.L.I.M.B & Marcomm ([LauraKohn@workforce.org](mailto:LauraKohn@workforce.org))

Next Meeting: June 24, 11:30-12:30

Location: County Admin, 1600 Pacific Ave, rm 206

Purpose: to identify opportunities for board members to advise and support SDWP's wide-ranging programs, services and leadership around opportunity youth.

## INDUSTRY COUNCILS AND BUSINESS LED INITIATIVES

Business led advisory groups that help SDWP design and execute workforce development strategies specific to a given sector.

### **Healthcare Workforce Council: *Ky Lewis and Sam Totah, Co-Chairs***

Staff Lead: Scott Marchand & Shannon Tuhn

Next Meeting: June 19, 2019

Purpose: to validate labor market data with employer input; identify trends impacting large and small entities within the health care sector; explore innovative approaches to support the attraction, training, and retention of talent; and guide investment of funding in the sector.

### **Tech Workforce Council: Jamie Latiano Jacobs and Kurling Robinson**

Staff Lead: Scott Marchand & Shannon Tuhn

Next Meeting: June 25, 2019

Purpose: to create a plan to increase the pipeline of qualified candidates and to upskill incumbent workers for in-demand technology jobs in San Diego and Imperial Counties.

### **Hospitality Initiative: Althea Salas**

Staff Lead: Scott Marchand & Shannon Tuhn

Next Meeting: TBD

Purpose: brainstorming ways SDWP can help fill entry-level jobs in collaboration with the hospitality industry's hiring and training needs.

### **Special Event: Strada Education Network, SDWP, and Regional EDC**

Staff Lead: Andy Hall ([andyhall@workforce.org](mailto:andyhall@workforce.org))

Date: August 14th, 7:30am – 9:30am

Location: [Torrey Pines Lodge](#)

Purpose: Panel on the education to employment pipeline in San Diego and how the Workforce ISA Fund and the EDC's Inclusive Growth Strategy work together to advance an economy in San Diego where everyone can thrive.

This breakfast is sponsored by the Strada Education Network, founding investors of the Workforce ISA Fund, and co-hosted by the San Diego Workforce Partnership and the Regional Economic Development Corporation.

## Item #9: Board Officer Elections at August Meeting

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### **INFORMATION ITEM – NO ACTION REQUIRED**

The first item of the August 2019 meeting will be officer elections.

The executive committee will nominate officers (Chair, the Vice-Chair, and the Secretary/Treasurer). Write-in candidates are also welcome.

#### **Article V of WDB Bylaws:**

*The officers of the Corporation shall be a Chair, Vice-Chair, and Secretary/Treasurer of the Corporation who shall be elected annually from the Directors by the Board at the Board's Annual Meeting.*

- A. ***The Chair of the Board** shall preside at all meetings of the Board, and of the Executive Committee. The Chair shall be an Ex-officio member of all Committees. The Chair shall exercise all authority and execute all instruments authorized or directed by the Board and shall perform all duties incident to the office of Chair of the Board and such other duties as prescribed by the Board from time to time. The Chair of the Board must be a private sector representative.*
- B. ***The Vice-Chair**, in the absence of the Chair or at the request of, or in the event of the Chair's inability to act, shall perform the duties of the Chair of the Board, and when so acting, the Vice-Chair shall have all powers of and be subject to all the restrictions upon the Chair of the Board. Upon the death, resignation, or removal of the Chair, the Vice-Chair shall assume the office of the Chair of the Board. The Vice-Chair shall perform such other duties as may from time to time be assigned by the Chair of the Board or by the Board of Directors. The Vice-Chair must be a private sector representative.*
- C. ***The Secretary/Treasurer** shall be responsible for ensuring the proper recordkeeping of the minutes of the meetings of the Board, and of the Executive Committee. The Secretary/Treasurer shall see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law and shall see that the seal of the Corporation is affixed to all documents, the execution of which on behalf of the Corporation under its seal is duly authorized or required. The Secretary/Treasurer shall monitor the financial activity of the Corporation and report to the Board. All accounts shall be audited annually by a Certified Public Accountant approved by the Board. The Secretary/Treasurer or such other persons as may be designated by the Board shall countersign all checks, drafts, or orders for payment of money, notes, or other evidences of indebtedness issued in the name of the Corporation above specific amounts approved by executive committee.*
- D. *Officer terms shall commence in July and shall be for two (2) years, subject to earlier removal by the Board using the procedures contained in Article IV, section H.1. A vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled in the manner prescribed in the Bylaws for regular appointments to such office.*
- E. *A vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled in the manner prescribed in the Bylaws for regular appointments to such office.*

## Item #10: Staff Update

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### **INFORMATION ITEM – NO ACTION REQUIRED**

Staff will provide an update on progress on key activities since the last board meeting.