



## Workforce Development Board (WDB) Agenda

Date: Thursday, December 05, 2019  
Time: 8–9:30 a.m.  
Place: Workforce Partnership, 9246 Lightwave Ave. 1st Floor, San Diego, CA

### Welcome and Introductions

- Sammy Totah (Chair) calls the meeting to order.
- Non-agenda public comment.

### Action Items:

Item 1: Minutes of the October 17, 2019 Meeting	2
<b>ACTION ITEM – VOTE REQUIRED</b>	2
Item 2: Faces of Workforce: Richard Clinton	5
Item 3: Career Center System Impact Report	6
Item 4: Youth Contract Procurement Timeline	9
Item 5: Income Share Agreement Update	10
Item 6: Fiscal Year 2020 Q1 Financial Updates	14
Item 7: Audit Committee Report	17
Item 8: Communications & Events Update	18
Item 9: 2020 Board Calendar	19
Item 10: CEO & Staff Report	21

Next Meeting: **February 20<sup>th</sup>, 8am – 9:30am**

---

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.

---

## Item 1: Minutes of the October 17, 2019 Meeting

---

### **ACTION ITEM – VOTE REQUIRED**

#### **Members Present**

Sam Totah, Chair	Ed Hidalgo	Ricky Shabazz
Nabil Abu Ghazaleh	Kevin Johnson	Sandra Shuda
Phil Blair	Matt Kriz	Carmencita Trapse
David Blake	Tom Lemmon	Rick Vaccari
Mary Burton	Keith Maddox	Mike Zucchet
Shandon Harbour	Althea Salas	

#### **Members Absent**

Andy Berg	Ky Lewis	Annie Taamilo
Christina Bibler	Omar Passons	Carlos Turner Cortez
Dennis DuBard	Nancy Smith-Taylor	
Barb Krol	Mark Starr	

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 S. Totah, at 8:04 a.m. with a quorum present.

#### **Non-Agenda Public Comment**

None.

#### **Action Items**

##### **Item 1      Minutes of the August 15, 2019 WDB Meeting**

Motion: WDB approves the meeting minutes.

Moved (P. Blair), Seconded (N. Abu Ghazaleh), Carried Unanimously

Abstentions: S. Harbour, T. Lemmon

Callstrom recognized Andrea Barrios from the Rockefeller Foundation who was in attendance. She is visiting as the SDWP is exploring other finance strategies related to student loans. Brooke Valle, SDWP Chief Strategy Officer, announced that we had just been awarded a \$540K grant from the Rockefeller Foundation. This will be made public in the coming weeks.

## **Item 2 Results of Reentry Works RFP**

Andrew Picard, VP of Operations shared the outcome of SDWP's Reentry Works RFP. In the original DOL competitive RFP, SDWP was one of only 20 Workforce Boards in the country to be awarded funding for the pilot.

This RFP results in a 3-year procurement with \$1.6 million award. Second Chance, the incumbent contractor, submitted the proposal with the highest score. Peter Callstrom, CEO, emphasized SDWP's confidence in Second Chance and the extraordinary ROI on the Reentry Works program.

Motion: WDB approves the funding of San Diego Second Chance for the operation of the Reentry Works Program.

Moved (D. Blake) Seconded (P. Blair), Carried unanimously.

## **Item 3 New Board Member Nominations**

Motion: WDB approves the nomination of the Executive Committee for Kurling Robinson to join the board.

Moved (S. Harbour) Seconded (C. Trapse), Carried unanimously.

## **Information Items**

### **Item 4 Priority Sectors Deep Dive**

Sarah Burns, Director of Research & Evaluation, and Ed Hidalgo, Chief of Innovation & Engagement Officer at Cajon Valley Union School District, presented new research and updates to SDWP's Priority Sectors. With updated research comes new posters and companion 2-pagers designed for students, educators and job seekers. The development of an online experience to complement the materials is forthcoming. Hidalgo emphasized the importance of connecting students and parents to relevance in the workforce. The new boards also include the RIASEC framework Callstrom thanked Hidalgo, SDWP's research and communications teams, Drs. Shabazz and Abu-Ghazaleh for their contributions to final product. At Callstrom emphasized, this is very unique in the workforce system. For those boards who conduct research, it stops with a standard report. For the SDWP, we don't need to do the poster boards and companion sheets, but we choose to. This connects our work to the K-12 system and enables us to reach people at the right time in their education/career journey. Callstrom also relayed the story of how this idea came to fruition. He was visiting with Hidalgo at Qualcomm's 'Thinkabit' maker-space lab when the original reports came out in 2014. Hidalgo asked the simple but profound question, "how do we get this data in front of students and teachers"? From there, the SDWP created the boards and materials – which has resulted in 5K+ throughout the region. Another great innovation in our region.

**Item 5            Councils and Working Groups Update**

Shannon Tuhn, Manager of Business Solutions provided an update on the Healthcare and Tech Industry Councils. Totah encouraged WDB members to contact Callstrom or Hall to join a working group of interest to them.

**Item 6            CEO and Staff Update**

P. Callstrom also highlighted October external activity, including an annual grantee convening with the James Irvine Foundation which included California Labor Secretary, Julie A. Su. Brooke Valle, Chief Strategy Officer, discussed her national outreach including a speaking engagement with the Federal Reserve. Will Nelligan provided an update on pending ISA legislation. Kristen Walker provided an update on the new podcast, 'Zip Code Economies', hosted by SF Fed CEO, Mary Daly. Desiree Roughton announced details of SDWP's 2019 Workforce Frontiers Symposium on November 7<sup>th</sup>.

WDB member, Michael Zucchet (Port Commissioner and Director of the MEA – Municipal Employees Association), closed the meeting with comments regarding the meeting. He stated that he has been to many board meetings and remarked that this meeting was 'uniquely outstanding'. He appreciated the informal feeling, like being in a 'living room'. "A free-flowing conversation where staff presented thoroughly without notes and were well informed". The WDB members applauded and the meeting was concluded.

**Adjournment**

Sam Totah adjourned the meeting at 9:31 am.

---

## Item 2: Faces of Workforce: Richard Clinton

---

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

In the next installment in the Workforce Partnership's "Faces of Workforce" series, Richard Clinton will tell his story in person or via video. Richard Clinton's story was also highlighted in our annual report.

Richard Clinton was laid off in 2012 and again in 2017. After the 2012 layoff he remained unemployed for two years.

After the 2017 layoff he found a job within six weeks. Richard says that the biggest difference between the two instances of unemployment was his discovery in 2017 of the San Diego Workforce Partnership's South County Career Center, where he went every day as the headquarters of his job search, meeting with his career agent, getting funded job training and attending workshops on resume writing and interview skills. He set goals for himself and kept checking them off one by one. "You want to go there with the mindset like 'this place is here to help me,'" says Richard. "I've got lots of resources and tools to use. If I don't have the internet, if I don't have a computer or a printer, it's not a problem."

---

## Item 3: Career Center System Impact Report

---

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

Andrew Picard, VP of Operations will provide a report on the first quarter of the Workforce Partnership's network of six career centers, including key insights on community impact, a look at training investments, customer demographic and satisfaction data.

### **BACKGROUND:**

With over **\$12M** annually invested into the career centers, of which **\$4M** directly funds training and other participant services, the career center system represents the largest program in the Workforce Partnership's portfolio. The Career Centers' primary sources of funding are from the Department of Labor (DOL) Workforce Innovation and Opportunity Act (WIOA) and County of San Diego Expanded Subsidized Employment (ESE) program for Welfare-to-Work participants.

The career centers are managed by KRA Corporation and house over **30 community partners**, including the Employment Development Department, Department of Rehabilitation, County Health and Human Services Administration (HHSA) and many other organizations.

### **LOCATIONS:**

The six community-based Career Centers at the following locations:

1. Metro Career Center at 4389 Imperial Ave. in San Diego
2. North County Coastal Career Center at 1949 Avenida del Oro in Oceanside
3. South County Career Center at 1111 Bay Blvd in Chula Vista
4. *New location:* 151 Van Houten Ave. in Downtown El Cajon
5. Bank of America Merrill Lynch Career Center 330 Park Blvd. Room #555 in Downtown San Diego
6. North County Inland Career Center (inside the County HHSA Veteran's Resource Live Well Center) 649 W. Mission Ave., Room 2400 in Escondido

The Workforce Partnership also funds two jail-based career centers in partnership with County of San Diego Sheriff's Department at the following locations:

7. East Mesa Reentry Facility at 446 Alta Rd in San Diego
8. Las Colinas Detention and Reentry Facility at 451 Riverview Pkwy in Santee

### **OVERVIEW OF SERVICES AND RESOURCES AT THE CAREER CENTERS:**

Career Centers services are available to all San Diego County job seekers 18 and over, regardless of income or background—at no cost. Participants gain access to:

- Employment opportunities
- Resource lab, i.e. computers, internet, phones, printers and other tools for job search
- Workshops and hiring events
- Low- and no-cost training and education programs for eligible job seekers
- Labor market information—learn what industries are hiring for what skills
- Typing certificate and Microsoft Word classes
- Priority service for veterans and their spouses

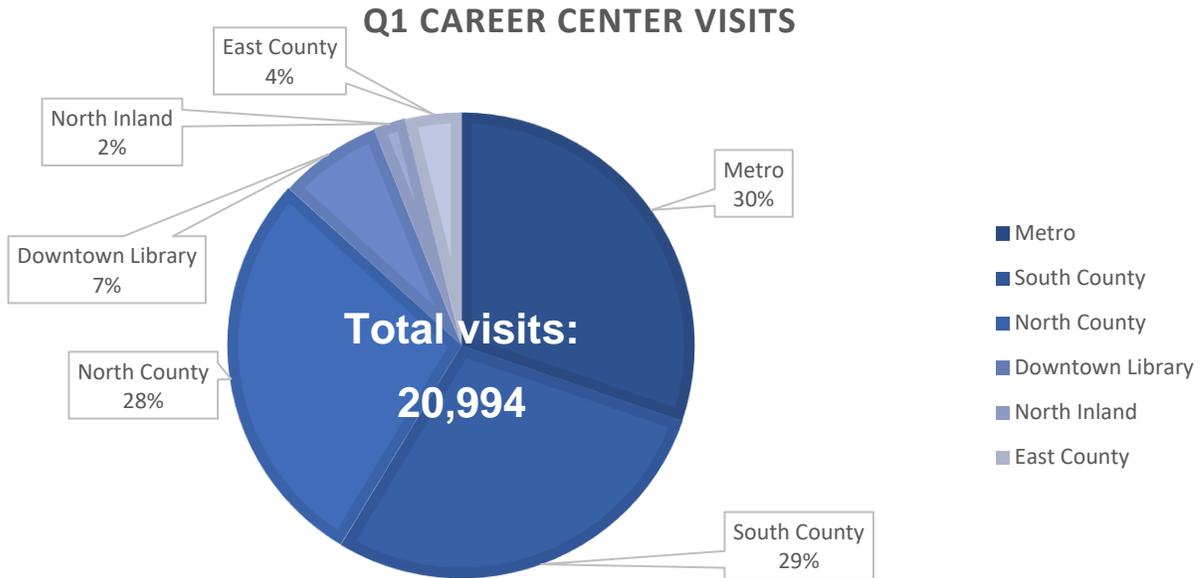
For more information, visit: <https://workforce.org/career-centers>

## UPDATE ON QUARTER 1 OF THE PROGRAM YEAR 2019-2020

### KEY IMPACT METRICS:

The metrics below provide a high-level review of the impact of our services and investments throughout the career centers. These are tracking metrics that do not have specific performance targets set by the State or Department of Labor but are tracked by the Workforce Partnership to gain an overall sense of the impact of the career centers.

Tracking Metrics	Q1 2019-2020	Last Year's Average (Qrtly)
Visits to the career centers <sup>1</sup>	20,994	18,300
Total services provided <sup>2</sup>	63,492	45,466
Customers enrolled in intensive case mgmt. services <sup>3</sup>	3,094	1,209
Total job placements in Q1	298	380
Average wage	\$17.78/hr	\$18.51/hr
Customer satisfaction ("Would you recommend the career centers") <sup>4</sup>	68%	75%
Number of services provided to businesses <sup>5</sup>	1,132	N/A <sup>6</sup>
Number of new businesses served	342	N/A
Total customers receiving training investment (ITA, OJT, ESE)	251 <sup>7</sup>	235
Total \$ invested in subsidized training (ITAs, OJTs, ESE)	\$1,845,334	\$1,040,650



<sup>1</sup> Represents total number of visits through the six career center locations, not unique visitors.

<sup>2</sup> Includes EDD's Wagner-Peyser customers

<sup>3</sup> Represents those customers enrolled in WIOA Adult, Dislocated Worker and Youth case management services.

<sup>4</sup> Trending below last years average of 75% customer satisfaction.

<sup>5</sup> Services include job orders, wage subsidies, recruitment events, HR Hotline, Layoff Services,

<sup>6</sup> N/A = Not tracking prior to this program year

<sup>7</sup> Does not include 70 individuals and over \$350,000 invested in ISAs.

## **KEY PERFORMANCE MEASURES Q1:**

The following are the key performance measures that the Career Centers are accountable for on an annual basis. The table below indicates where the Career Center system operator KRA Corporation has been trending for Q1 (July-October 2019). The five key performance measures are 1) new enrollments, 2) job placement at program exit, 3) employment 1<sup>st</sup> quarter after exit, 4) employment 2<sup>nd</sup> quarter after exit and 5) employment 4<sup>th</sup> quarter after exit.

### **KRA Enrollment, Placement, and Retention Measures:**

<b>Performance Measures<sup>8</sup></b>	<b>Actual</b>	<b>Target</b>
<b>Enrollments</b>		
Adult	283	275
Dislocated Worker	284	278
<b>Employed 1 Quarter After Exit</b>		
Adult	80%	75%
Dislocated Worker	81%	75%
<b>Employed 2 Quarters After Exit</b>		
Adult	88%	75%
Dislocated Worker	85%	75%
<b>Employed 4 Quarters After Exit</b>		
Adult	74%	75%
Dislocated Worker	74%	75%

## **LOOKING AHEAD - RISKS AND OPPORTUNITIES:**

- **Federal Funding Reductions:** Career center budget reductions have averaged 20% per year over the past four years, with a \$7M funding reduction for Adult and Dislocated Worker programs since 2015. The risk to Career Center operations is that continued reductions forces us to take cost-cutting measures, such as:
  - Reduction of infrastructure costs in leases/square footage
  - Delaying much needed center IT and furniture/space improvements
  - Reducing case manager head count; and/or
  - Reducing training investments.

Case managers currently see caseloads as high as 100-120 customers per case load. Continued budget cuts may result in either increased caseloads (and lower quality of service) or decreasing the overall number of customers we enroll in intensive services per year.

- **Co-Located Partners and Future Leases:** Workforce Partnership is seeking out community partners who are willing to co-locate and share space at our existing Career Centers (specifically our Metro or South County locations). Additional partners sharing space help drive down the burden of rent and other infrastructure costs. Additionally, the Workforce Partnership is actively pursuing no cost co-location partnerships with County of San Diego HHSA LiveWell Center locations, and has a potential site planned in Oceanside. A goal for the future state of Career Center system is to eliminate the costs of leasing building space and move operations to in-kind locations with partners like the Community Colleges, or County or City of San Diego partners.

---

<sup>8</sup> WIOA performance measures are reported for multiple quarters based on point of time a customer exits program services. For example, if a customer exited the program a year ago, their employment status would be counted in this year's Q1 for the 4<sup>th</sup> Quarter Placement measure. Therefore, employment placement is calculated for up to four quarters on a rolling basis, determined by the quarter in which a customer exited the program.

## Item 4: Youth Contract Procurement Timeline

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

#### **BACKGROUND**

Andrew Picard, VP of Operations will provide a report on the timeline for the Workforce Partnership’s Workforce Innovation and Opportunity Act (WIOA) Youth Programs that totals approximately \$4M+ of Department of Labor funding.

These contracts will be up for bid through a competitive RFP process in 2020, with the goal of awarding programs to begin in PY 21-22. The youth provider network serves approx. 1,600 16-24 years-olds who are 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): placement at exit, placement in 2<sup>nd</sup> and 4<sup>th</sup> quarter after exit, measurable skills gain, median earnings and credential attainment rates. Key dates and major milestones below:

Date	Action
<i>December 2019</i>	
	Present Timeline to the WDB
<i>January 2020</i>	
	Research and Determine Priority “High Need” Populations
	Determine Geographic Distribution of Funding
<i>February 2020</i>	
	1 <sup>st</sup> WDB Working Group Meeting
<i>March-April 2020</i>	
	Townhall – North County
	Townhall – Metro
	Townhall – East County
	Townhall – South County
	WDB Work Group
<i>May-July 2020</i>	
	Draft the RFP based off WDB and community feedback
	Townhall – RFP Overview and “How-to Apply for Funding”
<i>August 2020</i>	
	RFP Framework Presented to WDB
<i>September 2020</i>	
	Release RFP
<i>November 2020</i>	
	RFP Due
	Evaluators Score RFP
<i>December 2020</i>	
	WDB/Policy Board – Contract Recommendation
<i>July 2021</i>	
	Begin Contract Execution

---

## Item 5: Income Share Agreement Update

---

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

Parina Parikh, Director of Programs, and Alistair Penny, ISA Programs Supervisor, will provide an update on the Workforce ISA Fund with the following topic areas:

#### **2019 participant overview**

We successfully concluded our 2019 recruitment period by adding Java Programming and Front-End Development to our initial offerings at UC San Diego Extension. This year, we received 229 completed applications and from this group, 153 individuals were offered ISA contracts. From this group, 84 decided to sign ISA contracts and 67 continue to take classes.

#### **UCSD**

UCSD Ext. Certificate	Course Months	# of Students	Expected Graduation
Business Intelligence	9	20	March 2020
Digital Marketing	9	20	March 2020
Front-End Development	12	17	September 2020
Java Programming	15	10	December 2020

#### **Demographics of 67 current students**

63% of participants are first generation college students.

Gender:

- 44% Female
- 56% Male

Ethnicity:

- 18% Asian/Pacific Islander
- 20% African American
- 12% Hispanic/Latino
- 25% White/Caucasian
- 20% Multiracial
- 5% Unknown

Participant Age:

- 6% Postsecondary (19 - 24)
- 38% Young Adult (25 - 34)
- 55% Adult (35 - 64)
- 1% Senior (65+)

#### **Key Efforts for Job Placement**

- Create portfolio for each class with headshots and bios for students that can be shared with employers
- Find and position enthusiastic employer sponsors who can prescreen interested candidates
- Increase participation of company mentors to partner with students on work readiness
- Couple TechHire opportunities with ISA graduates utilizing established relationships

### **Expanding our Training Offerings of the ISA Through an RFP:**

We conducted an RFP to broaden our partnership with educational institutions beyond UCSD and expand into other industries outside of tech. Based on the results of the RFP, we plan to move forward with Penn Foster in 2020.

As a private company backed by the Bain Capital Double Impact Fund, Penn Foster has a substantial balance sheet to fund innovation and the development of new business models. We plan to engage with Penn Foster on CNC Machinist and explore their pre-apprenticeship certificates. We expect 50-75 students total to enroll in the programs at around \$4000 per student. Penn Foster offers a 13-week hybrid online and in person classes. Machinist salaries range from \$42K - \$54K. Regarding construction, we plan to launch a “pre-apprenticeship” pilot program and expect starting salaries around \$35K.

We are currently in negotiations on a payment model with Penn Foster to shift the majority of financial risk to them.

We are also exploring a partnership with the University of San Diego to design bootcamps around software engineering and user experience design. We expect design of these courses to begin in 2020 with launch in 2021.

### **Program Goals for 2020**

We have a busy 2020 ahead of us. Below are key goals we hope to accomplish.

- Evaluate 6 new classes at UCSD including Database Administration, Full Stack Development, Medical Coding, Additive Manufacturing, HVAC, Facilities Management
- Enroll 200 more students at UCSD
- Design and launch classes through Penn Foster
- Design coursework with General Assembly and USD
- Create ISA contracts that are designed specifically for working families through JP Morgan Advancing Cities grant. These contracts could include flexible terms that will allow a participant to choose their repayment plan alongside a stipend for childcare support that we believe will make our contracts more accessible to working parents in our community.
- Establish partnership with 2 healthcare institutions in hopes of beginning coursework in 2021

### **Fund Administration and Advocacy Goals for 2020**

- Begin collecting and tracking cashflows from 2019 graduates making above \$40,000.
- Continuing to fundraise against our \$25M by 2025 goal.
- Release our “statement of principles” that will be used by other workforce agencies to structure their own projects (attachment a).

## Attachment A: ISAs in Workforce Development: A Statement of Principles

### [DRAFT WORK PRODUCT IN PARTNERSHIP WITH OTHER WORKFORCE AGENCIES]

We believe that Income Share Agreement programs can strengthen and grow the workforce development system, but only if they are designed in a manner that reflects our values and the lived experience of the communities we serve. The core promise of the ISA model is shared opportunity. In an ISA, education providers and participants have one, shared benchmark for success: stable employment at a living wage. Every component of a workforce development ISA program should further this promise. As a practical toolkit for workforce boards exploring ISAs, and as a guidepost for consumers considering an ISA program, we are publishing a list of the core features that we believe all workforce development ISAs should include. We acknowledge, of course, that ISAs are an evolving part of our field. We intend what follows to be practicable and concrete, but do not want to foreclose new approaches to shared objectives.

- 1. Designed with input from those the program will serve.**  
A workforce ISA should utilize a human-centered design framework, directly engaging those it intends to serve in the design process and creating feedback mechanisms which allow for continuous improvement once operational.
- 2. A minimum income threshold that reflects the local self-sufficiency wage.**  
A workforce ISA should be a function of sustainable earnings, not just earnings. Participants should not have any ISA payment obligation when they are earning below a threshold linked to local self-sufficiency wages. While government subsidies may play a stop gap measure during times of transition, they do not form part of a sustainable wage.
- 3. A rigorous framework for credential/institution eligibility.**  
A workforce ISA should provide funding for participation in education programs that have a proven track record of participant success, and meet a robust, transparent set of quality criteria that are student-centered, evidence-based and market aligned.
- 4. Inclusive, broad-access eligibility criteria for participants.**  
A workforce ISA should be broadly accessible, and not restricted by credit history or criminal history, except in the limited circumstances where such restriction is required for a target occupation. Character, competency and need based eligibility approaches should serve as the standard.
- 5. Transparent, comprehensible, proactive disclosure and comparison tools.**  
A workforce ISA should be presented to prospective participants in a clear and open manner, alongside other high-quality funding options. Demonstrated comprehension of key terms and features by potential participant should be a necessary stage of the ISA application process.

**6. A definition of income that excludes benefits and household earnings.**

A workforce ISA should *only* obligate participants to pay back a defined percentage of *their income*, above a minimum threshold. The definition of individual income that informs calculation of a participant's payment obligation should be explicitly designed to exclude household earnings and social safety net benefits of any kind.

**7. A framework for dealing with hardship.**

A workforce ISA should be sensitive to individual life circumstances, especially those where the traditional and routine protections in an ISA (e.g., the minimum income threshold) are not sufficient. Participants should have clear, accessible resources for disputing income calculations and presenting mitigating circumstances.

**8. Useful and effective non-financial supports.**

A workforce ISA should strongly consider bundling funding with a meaningful set of participant support services that contribute to, and are sustained by, positive employment outcomes. These can range from internship wages and career coaching to emergency aid and technology. These supports should also consider time horizons which align to the length of the repayment period.

**9. Tools for holding providers accountable for outcomes.**

A workforce ISA should shift risk away from participants, toward funders *and* education providers. Providers should share accountability for participant outcomes, whether in the form of segmented payment (disbursement triggered by milestone), contribution to the ISA fund, or another type of financial involvement.

**10. Clear, constrained payment terms.**

A workforce ISA should have a clearly defined payment window, inclusive of limited extensions, which closes regardless of total payments made by a participant. It should also have terms for prepayment and maximum payment, which will be transparent to participants before entered into an ISA contract.

**11. Competency-based assessments.**

A workforce ISA should employ competency-based approaches that reduce hiring bias and create access to opportunity based on qualifications. They should be structured around setting the participant up for success and should include identified processes to support those who may need additional support prior to initiating a program.

**12. Proactive compliance with federal and state law.**

A workforce ISA should comport with the highest possible standard of consumer protection law imaginable in all areas, even where a certain specific standard does not clearly or obviously apply to ISAs.

---

## Item 6: Fiscal Year 2020 Q1 Financial Updates

---

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

The Workforce Partnership's fiscal year is July 1 through June 30 annually. The WDB and the Policy Board approve the organization's annual budget during the June board meetings for the following fiscal year.

This quarterly budget report provides in update on additional funding, expenditure trends, and other key items related to the organizations high-level finances after between Q1 (July – September) for fiscal year 2020 (FY20).

**Figure 1: Confirmed Funding for Q1 update**

<b>Description</b>	<b>Confirmed Funding</b>	<b>Notes</b>
FY 2020 Budget	\$29,870,462	Approved June 2019
Q1 Update	\$32,688,462	+\$990,000* grants, +\$1,828,000 carry in FY2019
Q2 Update		Avail. February 2020
Q3 Update		Avail. May 2020
Year End Close		Avail. August 2020

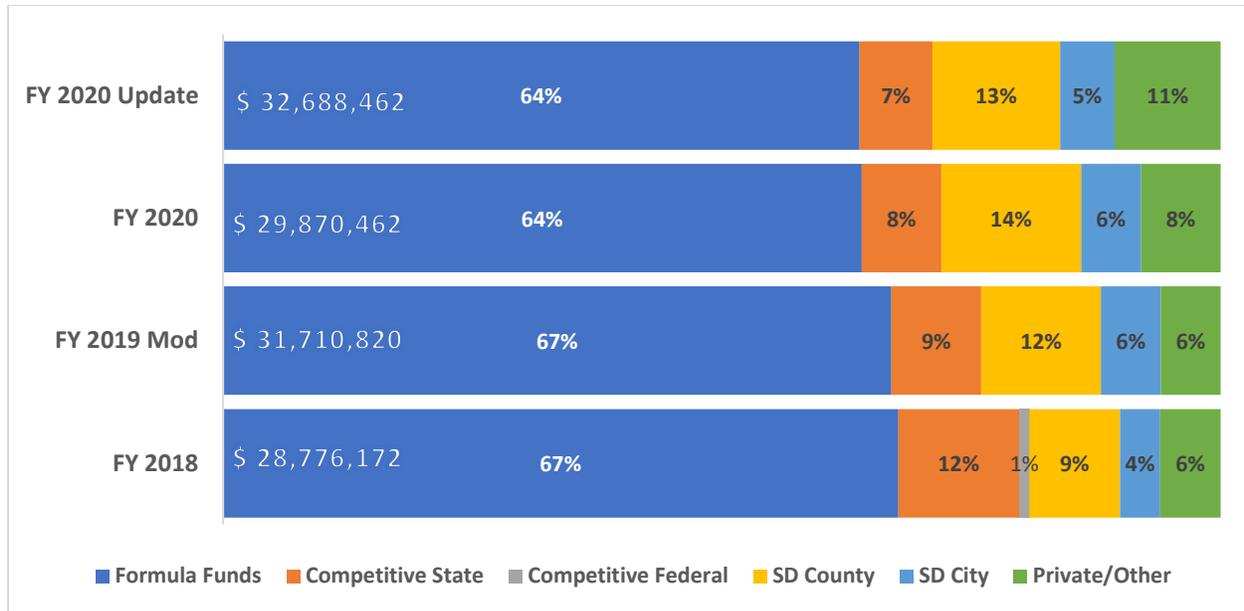
### **Material Changes in Confirmed Funding:**

**+\$450,000** Grant from the Lumina Foundation (Private Foundation) to develop a learning community of other workforce agencies related to our Income Share Agreement Work, participate in national advocacy and development of consumer protections for ISA legislation, and pilot additional applications to ISA financing (auto-financing, new American's fund, etc.).

**+\$540,000** Grant from the Rockefeller Foundation (Private Foundation) to assess the feasibility of working with individuals with defaulted student debt and offering workforce training through an ISA.

**+\$1,828,000** Carry-in funding from FY2019 (incremental to FY2020 budget). For Federal Formula funds includes: \$359,000 Adult, \$1,074,000 Dislocated and \$300,000 Youth, plus \$95,000 from Walmart.

**Figure 2: SDWP Revenue by Funding Source**



Note: FY 2018 Competitive Federal funding sources no longer available

**Figure 3: FY 2020 Planned and Actual Expenses Q1 Update**

	FY20 Annual Budget	FY20 Q1 Budget	FY20 Q1 Actuals	Q1 Actuals vs. Q1 budget
Central Operations	2,339,000	585,000	464,000	79%
Direct Program Support	6,467,000	1,617,000	1,136,000	70%
Programs & Contracts	16,171,000	3,795,000	2,998,000	79%
Training Dollars	5,883,000	1,471,000	528,000	36%
<b>Total</b>	<b>\$29,870,000</b>	<b>\$7,468,000</b>	<b>\$5,126,000</b>	<b>69%</b>

Notes: In Q1 FY20 the Workforce Partnership spent 17% of the total annual budget and 69% of the quarterly budget. The majority of variance is driven by reduced training dollar expenditures due to delays in federal government and state release of training dollars, program start-up, negotiation / renegotiation of contracts in Q1, and the vendor delays in invoices.

**FY 2020 Expenditure Summary**

**Central Operations:** Activities and expenses which support the overall management of the entire organization, including the executive, finance, compliance, corporate facilities, and human resources functions.

**Direct Program Support:** This category includes expenditures which 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, and IT.

**Programs & Contracts:** Services provided to program participants through contracted providers, program related leases and infrastructure costs, supportive services, and direct service staff (the America's Job Centers of CA, WIOA Youth Contracts, etc.).

**Direct Training and Wage Reimbursements:** This category includes costs invested directly for students and/or business, including Individualized Training Accounts (ITAs), On-the-Job Training Reimbursements (OJT), Income Share Agreement provider payments (ISAs), paid internships (TechHire and Connect2Careers), and wage reimbursements through the Expanded Subsidized Employment program (ESE)

## Looking Ahead:

- SDWP has submitted 6 grants for a total estimated value of \$730,000 that we are pending a reply on.
- The team is currently working on 7 additional grants for a combined total of \$6,800,000.
- Facilities & leases: The board-approved new lease has been signed for the East County Job Center location, as well as the subsequent sub-lease with KRA for the same location. Over the next two quarters a comprehensive review of all leased locations will be conducted, including any needed facilities improvements, beyond the limited carpet replacements as approved by the EDD. The results of this analysis may be a capital campaign.
- In June 2019 the EDD approved the replacement of 3-5 year-old laptop and desktop computers. The phased-in replacement of 60 computers was complete in October 2019.
- In Q4'20 SDWP will begin receiving ISA cashflows, estimated at \$16,260 for the quarter.

---

## Item 7: Audit Committee Report

---

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

Audit committee chair Rick Vaccari and CFO Ellen Class to report on October 24<sup>th</sup> Audit Committee meeting.

---

## Item 8: Communications & Events Update

---

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

Marketing & Communications Manager Desiree Roughton will present on highlights from 2019 and provide an overview of key dates and events in 2020, including:

- Release of Workforce Partnership “about us” video
- All board members to receive copy of annual report
- 2019 highlights
  - Press hits
  - Social media growth
  - Logo redesign
  - Workforce Frontiers Symposium
- Child Care Event with San Diego Foundation – Save the date: January 30, 2020
- Opportunity Summit 2020 (\$100,000 sponsorship goal) — Save the date: April 17, 2020

---

## Item 9: 2020 Board Calendar

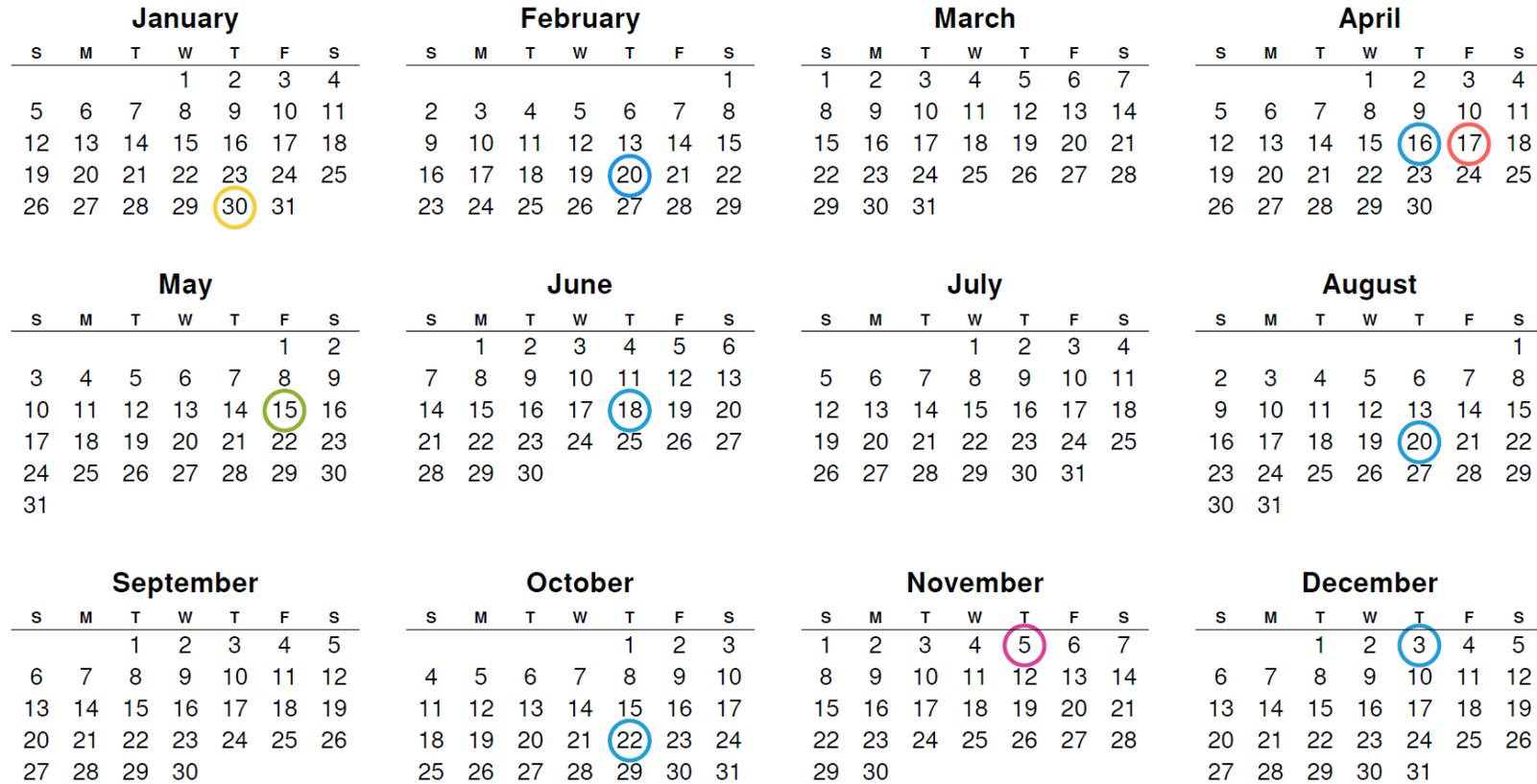
---

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

Peter Callstrom, CEO, will provide an overview of the 2020 WDB Board Calendar.

# WDB Meeting & Workforce Partnership Event Dates

Calendar for Year 2020 (United States)



- |   |  |                             |  |
|---|--|-----------------------------|--|
| <b>Jan 30</b> ● Workforce & Childcare Event | <b>Apr 17</b> ● Opportunity Summit               | <b>Jun 18</b> ● WDB Meeting | <b>Nov 5</b> ● Workforce Frontiers Symposium |
| <b>Feb 20</b> ● WDB Meeting                 | <b>May 15</b> ● WDB Budget Informational Session | <b>Aug 20</b> ● WDB Meeting | <b>Dec 3</b> ● WDB Meeting                   |
| <b>Apr 16</b> ● WDB Meeting                 |  | <b>Oct 22</b> ● WDB Meeting |  |

---

Item 10: CEO & Staff Report

---

**INFORMATION ITEM – NO ACTION REQUIRED**

President & CEO Peter Callstrom will provide a report on other key activities of the organization to the board.