Workforce Development Board – Executive Committee

Date  Friday, April 05, 2019
Time  11:30 am – 1 pm
Place  9246 Lightwave Avenue, Suite 210, San Diego, CA 92123

AGENDA

WELCOME

Phil Blair – Chair
- Call the meeting to order
- Non-agenda public comment

ACTION ITEMS
- Item #1: Minutes of the January 24, 2019 Executive Committee Meeting

INFORMATION ITEMS:
- Item #2: FY 19/20 Board Officer Elections
- Item #3: Board Engagement, Committees and Work Group Participation
- Item #4: Agenda Review – April 18, 2019 WDB Meeting

ADJOURNMENT

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) 228-2301.
Item #1: Minutes of the January 24, 2019 WDB Executive Committee

Members Present
Phil Blair, Chair
Jamie Latiano Jacobs, Secretary/Treasurer
Omar Passons
Ky Lewis
Annie Taamilo

Staff Present
Andy Hall, COO
Andrew Picard, VP of Operations
Brooke Valle, VP of Strategy
Laura Kohn, Director of Marketing/Communications & CLIMB
Peter Callstrom, CEO
Reilly Hurley, Governance Coordinator

Location: 9246 Lightwave Avenue, Suite 210, San Diego CA 92123

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 Phil Blair at 8:05 a.m. with a quorum.
*Please note that Annie Taamilo arrived after votes were taken on motions and did not participate in voting.

Non-Agenda Public Comment
None

Action Items

1-1/24/2019 - Item 1: Minutes of the November 5, 2018 Executive Committee Meeting
Motion to approve the minutes from November 5th executive committee meeting
Moved (Passons), Seconded (Jacobs), Carried unanimously*

2-1/24/2019 - Item 2: New Member Nominations
Motion to recommend the WDB consider the nominations of Sean Karafin, Pam Murray and Keith Maddox. Chair noted that he and CEO have not yet met with Pam Murray but that Murray’s nomination may be withdrawn or delayed if the meeting does not occur or does not go well.

Moved (Lewis), Seconded (Jacobs), Carried unanimously*
Information Items

3-1/24/2019 - Item 3
Income Share Agreements Update

Andy Hall, COO provided updates on SDWP’s ISA initiative, detailing the award of a major grant from the Strada Education Network, as well as the several other fundraising efforts in progress that would augment the initial grant. A. Hall related that the Jain Family Institute has been engaged to advise on the structure of the ISA program and perform due diligence on financial models and contractors. A. Hall and L. Kohn also outlined SDWP’s strategy for the publicity surrounding the initiative.

The Executive Committee offered feedback, discussing the potential for SDWP to become a national thought leader and consultant on the ISA model. The committee and staff also discussed the process of enrolling program participants and structuring partnerships with employers in the IT industry, as well as the risks involved in ISA contracts.

4-1/24/2019 - Item 4
Regional Planning Update

Brooke Valle provided an update on regional planning efforts in the Southern Border Region (SBR), discussing major planning and research efforts and new funding for the Reentry Works program, as well as updates to local priority sectors. B. Valle and Andrew Picard discussed the local public comment process for both the draft regional plan and draft Prison to Employment plan and the timeline for presentation to the board for approval.

5-1/24/2019 - Item 5
Agenda Review – February 21, 2019 WDB Meeting

The committee discussed how the cost savings from the new office lease will impact SDWP over the next 15 years. The committee recommended tracking the concrete impact of these cost savings in terms of increased ability to provide services or upgrade infrastructure. The committee reviewed the planned February 21 agenda and discussed a pre-meeting presentation by Saru Jayaraman, President of ROC United.

Adjournment
The meeting was adjourned at 9:29 am.

Next Meeting
April 5, 2019 at 11:30 am.
**Item #2:** FY 2019 / 2020 Board Officer Elections

**Discussion Item**

Planning for the 2019 / 2020 Officer election scheduled for the June 13, 2019 board meeting

**Background for Discussion:**

**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 of Directors 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 of Directors, 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 of Directors. All accounts shall be audited annually by a Certified Public Accountant approved by the Board of Directors. 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. The Secretary/Treasurer shall be subject to all other conditions and restrictions as may be made and shall perform such duties specified by the Board or as may be required by law.

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 #3: Board Engagement, Committees, Work Group, and Engagement**

**INFORMATION ITEM – NO ACTION REQUIRED**

A report out from SD Workforce staff on board engagement, committees, and membership.

**Background for Discussion:**

The below board roster has been updated to include multiple areas of board engagement and activity.
Workforce Development Board - WDB (30 members)

San Diego Workforce Partnership

We empower job seekers to meet the current and future workforce needs of employers in San Diego County
Item #4: Agenda Review – April 18, 2019 WDB Meeting

INFORMATION ITEM – NO ACTION REQUIRED

Below are the potential items that will be coming to the WDB at the April 18th meeting.

Draft Action:

1. Minutes of last meeting (5 minutes)
2. East County Career Center Lease (5 minutes)
3. FY 17/18 Audited Financial Statements (5 minutes)

Draft Info:

4. Workforce Income Share Agreement Project (40 minutes)
5. Committee and working group report outs (15 minutes)
6. FY 19/20 Officers (info item) (5 minutes)
7. Performance Dashboard (5 minutes)
8. CEO & Staff Report (10 minutes)

Total time: 90 minutes.