Workforce Development Board – Executive Committee

Date  Friday, May 31, 2019
Time  11:30 am – 1 p.m.
Place  9246 Lightwave Avenue, Suite 210, San Diego, CA 92123

AGENDA

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

ACTION ITEMS
   o  Item #1: Minutes of the January 24 Meeting

INFORMATION ITEMS:
   o  Item #2: FY 19/20 Board Officer Elections
   o  Item #3: Board Engagement, Committees and Work Group Participation
   o  Item #4: Agenda Review – June 13, 2019 WDB Meeting
   o  Item #5: Set Next Executive Committee 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 Chair noted that he and CEO have not yet met with Pam Murray but that Murray’s nomination may be withdrawn or delayed if the meeting does not occur or does not go well.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 Committees & Working Groups

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
Next Meeting: Friday, May 31st, 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
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
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 7 (2pm – 3pm)**  
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 Trapse, 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.

**New** Priority Sectors/Occupations & Awareness: Chair: TBD  
Members: TBD  
Staff Lead: Sarah Burns, Director of Research and Evaluation ([SarahBurns@workforce.org](mailto:SarahBurns@workforce.org))

Next Meeting: Being Scheduled

**Purpose**: to explore applications to spread awareness to students, teacher, parents, jobseekers, and the general San Diego public about SDWP’s research into the growing occupations and sectors in the San Diego region.

**Industry Councils & 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: Chair: Althea Salas
Staff Lead: Scott Marchand & Shannon Tuhn

Next Meeting: TBD
Last Meeting/Event:

**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.
Workforce Development Board - **WDB** (30 members)

**Committees**
- E - Executive
- A - Audit

**Working Groups**
- A - Apprenticeship
- H - Healthcare
- T - Technology
- F - Future Service Delivery
- O - Opportunity Youth
- R - Retail
- S - Service/Hospitality

**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 – June 13, 2019 WDB Meeting**

**DRAFT AGENDA**

**Action:**

1. Minutes of last meeting (5 minutes)
2. Contract Renewals (10 minutes)
3. FY 2019/20 Budget (10 minutes)
4. Officer elections 2019/20 (5 minutes)

**Information:**

5. Committee and working group report outs (45 minutes)
   a. Committee: Audit
   b. WG: future of service delivery
   c. WG: opportunity youth
   d. WG: reentry
   e. Health Care Industry Council
   f. Technology Industry Council
   g. Retail Initiative Update
6. Performance Dashboard (5 minutes)
7. CEO & Staff Report (10 minutes)

Total time: 90 minutes.
Item #5: Set Next Executive Committee Meeting

Set next executive committee meeting.