



Community • Collaboration • Careers

We empower job seekers to meet the current and future workforce needs of employers in San Diego County

Workforce Development Board – Executive Committee

Date Monday, July 22, 2019

Time 11:30 am – 1 pm

Place 9246 Lightwave Avenue, Suite 210, San Diego, CA 92123

WELCOME

Phil Blair – Chair

- Call the meeting to order
- Non-agenda public comment

ACTION ITEMS

- Item #1: Minutes of May 31, 2019 executive committee meeting
- Item #2: FY 2019 / 2020 Board Officer Nominations

INFORMATION ITEMS:

- Item #3: Debrief June 20, 2019 board meeting
- Item #4: Agenda Review - August 15, 2019 WDB Meeting
- Item#5: Income Share Agreement Fund Update
- Item #5: Board Committee and Workgroup Updates
- Item #6: Membership Review
- Item #7: 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 May 31st 2019 WDB Executive Committee

Members Present

Phil Blair, Chair
Omar Passons
Ky Lewis
Annie Taamilo

Staff Present

Peter Callstrom, CEO
Andy Hall, COO

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 12:04pm with a quorum.

Non-Agenda Public Comment

None

Action Items

Item 1:

Minutes of the January 24, 2019 Executive Committee Meeting

Motion to approve the minutes from January 24th, 2019 executive committee meeting
Moved (Taamilo), Seconded (Passons), Carried unanimously

Information Items

Item 2:

Upcoming Board Officer Elections

Phil Blair updated the committee on recent calls and prospects for the upcoming board officer elections of Chair, Vice Chair, and Secretary/Treasurer.

Item 3:

Board Engagement, Workgroup, and Committee Updates

Discussed board member engagement

Phil Blair and Peter Callstrom reported on meeting with new applicant to the WDB, Kevin Johnson. The committee discussed that this seat would fill out the representatives from organized labor and means it would be a good time to highlight the work and leverage points of organized labor at a future board meeting. This will be scheduled for a future meeting.

The committee also discussed engagement across the year in multiple work groups and committees and how that will be an important progress to continue in the next year.

Item 4:

Agenda Review – June 13, 2019 WDB Meeting

Staff walked through the planned agenda for the upcoming board meeting. The committee discussed sharing a key insight and making sure that customer's voices were highlighted in the conversation. The committee agreed to focus on reentry and to have a panel and experts and customers who have been impacted by the program. Future topics include the future of work, Artificial Intelligence, and apprenticeships and organized labor.

Item 5:

Set Next Meeting

Committee discussed and agreed to hold July 26, 2019, for the next meeting.

Adjournment

The meeting was adjourned at 1pm.

Next Meeting

July 26, 2019 at 11:30 am.

Item #2: FY 2019 / 2020 Board Officer Elections

Action Item:

Nomination of officers to be put forward for the WDB August 15th 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: Debrief June 13, 2019 WDB Meeting

Discussion Item (No Action Required):

The committee will discuss the June 13, 2019 WDB meeting.

Item #4: Agenda Review – August 15, 2019 WDB Meeting

Discussion Item (No Action Required):

Discuss plans for August 15, 2019 WDB meeting. The draft agenda is below:

Welcome:

- Welcome and introductions (Phil Blair, Chair)
- Food catered Northside Shack by business SDWP helped start ([link here](#))
- Chair and CEO report and year in review (Peter Callstrom & Phil Blair)

Action Items:

- Nominations for FY 2019/2020 Officers
- Minutes of June 13th meeting

Informational Items:

- *Faces of Workforce* – Northside Shack business owner/son (caterer)
- Strategic Operations: 5 Years Goals and KPIs
- Career Center Overview: Metrics, Changes, and Frontiers
- Membership Update
- Workgroup and Committee Update

Item #5: Income Share Agreement Fund Update

Discussion Item (No Action Required):

Staff will provide a status on the ISA project and next steps.

Item #6: Board Committee & Work Group Updates

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: **Monday, July 22, 2019 11:30 to 1pm.**

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 ellenclass@workforce.org

Next Meeting: **Thursday October 24, 2019 10:00am to 11:30am**

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, Sammy Totah

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

Next Meeting: **TBD – Scheduling with Chair**

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)

Next Meeting: **TBD following release of Reentry RFP**

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)

Next Meeting: **Not scheduled**

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.

Update: With the WIOA Youth procurement in front of us and a very successful Opportunity Summit behind us, the chair and staff lead propose to sunset this work group and establish a youth procurement work group. Membership will be different due to higher time demands of the procurement work group and restrictions on membership to ensure that no members plan to respond to the youth RFP.

****New**** Priority Sectors/Occupations & Awareness: Chair: **TBD**

Members: TBD

Staff Lead: Sarah Burns, Director of Research and Evaluation (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: **August 14 (Strada meeting)**

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.

Update: There are 4 job quality experiments in process with healthcare providers. The experiments will run through September with survey and data analysis to follow. Representatives from participating businesses will present findings at full council meeting in the fall. Preliminary data for ISA working group collected from three employers and will be shared with council.

Tech Workforce Council: Jamie Latiano Jacobs and Kurling Robinson

Staff Lead: Scott Marchand & Shannon Tuhn

Next Meeting: **August 14 (Strada meeting)**

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.

Update: Working Groups (Marketing, Training, and Sourcing) met to discuss challenge and map solutions for each group. Business Solutions is currently completing the first drafts for each group and will share with full council in early fall.

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.

Update: Two Career Launch Academy hiring events have been held with the Hyatt: one at Grand Hyatt and one at Aviara. Total of 38 individuals participated in the two events. As of July 1, four individuals have been hired. The first cohort of the City Heights Coffee House Career Launch Academy has been

completed and the second cohort started July 9. Currently working to find placements for the first cohort graduates.

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

Staff Lead: Andy Hall (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 San Diego Regional Economic Development Corporation

Item #7: Membership Review

Discussion Item (No Action Required):

Executive committee to review board membership and discuss:

- Attendance history for last year
- Membership areas and gaps in representation (e.g., sectors)
- Outreach for new members
- Policy on members who are no longer affiliated with the org/company they were with when joining board (e.g., Burton, Murray)
- Other items related to board membership and engagement.

Item #8: Set Next Executive Committee

Discussion Item (No Action Required):

The executive committee will set the next date and time for the meeting leading up to the October board meeting.