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

Workforce Development Board (WDB) – Executive Committee

Date Monday, November 18, 2019

Time 11:30 am – 1 pm

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

WELCOME

Sammy Totah – Chair

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

ACTION ITEMS

1. Minutes of prior Executive Committee meeting

INFORMATION ITEMS:

2. Budget update
3. Audit Committee Report
4. WDB Membership Practice / Policy
5. Workforce Income Share Agreement Fund Update
6. December 5th WDB Meeting Preparation
7. 2020 Board Meeting Calendar Review
8. 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 October 11, 2019 WDB Executive Committee

Members Present

Sam Totah (Chair), Phil Blair, Annie Taamilo

Staff Present

Peter Callstrom, Andy Hall, Ellen Class, Andrew Picard

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 Sam Totah at 11:37am.

Non-Agenda Public Comment: None

Action Items

*Item 1: Minutes of the July 22, 2019 Executive Committee Meeting
Moved (Blair), Seconded (Taamilo), Carried unanimously*

Information Items

Item 2: Agenda Review – October 17, 2019 WDB Meeting

Staff discussed the planned agenda for the upcoming WDB meeting. Will spotlight new Priority Sectors research. A. Picard reviewed the results of the RFP and evaluation process.

Item 3: Membership Prospects Review

P. Callstrom discussed new WDB nominee Kurling Robinson. He is the co-chair of SDWP's Tech Council.

Item 4: Set Next Executive Committee Meeting

Committee discussed and agreed to hold November 18, 2019, for the next meeting.

Adjournment: The meeting was adjourned at 12:18 pm.

Next Meeting: November 18, 2019 at 11:30 am.

Item #2: Q1 of FY 2020 Budget Update

Discussion Item (No Action Required):

CFO Ellen Class will present a quarterly board brief of funding (planned revenue) and expenses based on Q1 actuals, compared against the budget approved for FY 2020.

This brief, once finalized with executive committee feedback, will be included on a quarterly basis to the full board beginning in the December 5th meeting.

Item #3: Audit Committee Report

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

Item #4: WDB Membership After Employment Change

Peter Callstrom, CEO, will discuss the below recommended practice for WDB Members who change employers or employment status during their term.

SDWP Staff Suggested Practice:

WDB membership is representative of the employer/sector that the member held upon acceptance to the board. Representation is mandated by WIOA. If employment changes during WDB service, the WDB has a three (3) month grace period in which the member may remain on the WDB after departing employment. Exceptions may be made (e.g., retirement vs job loss/resignation) at the discretion of the executive committee. If the member secures another leadership position within three months in the same sector, they may remain on the board. If a member changes sectors, they may be asked to resign their membership.

Item #5: Workforce Income Share Agreement Fund Update

Andy Hall, Chief Operating Officer, will provide a brief update on the Workforce ISA Fund and plans for 2020 to assess impact, manage risk, and grow the fund.

Item #6: December 5th, WDB Meeting Preparation

Strategic Pillar Theme: Outcomes-Focused Funding

Action:

1. Minutes from last meeting

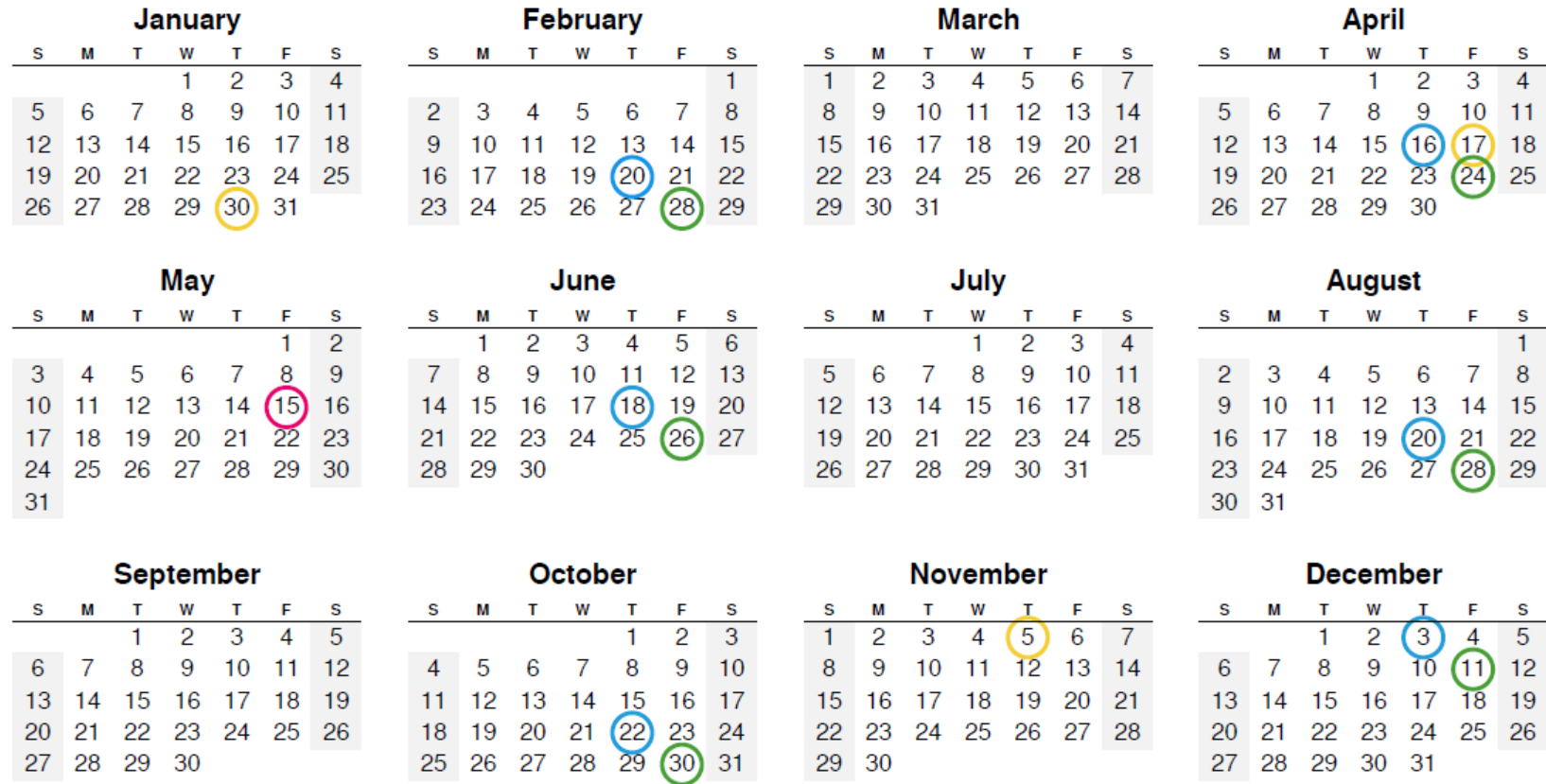
Information:

2. Faces of Workforce (Tentative: Richard Clinton)
3. Career Center System Impact Report
4. Youth Contract Procurement Timeline
5. Income Share Agreement Update
6. Contract Performance Report
7. Quarterly Budget Update
8. Communication and Events Update
9. CEO Report

Item #7: 2020 Board Calendar Review

WDB & Policy Board Meeting Dates

Calendar for Year 2020 (United States)



Jan 30	• Workforce & Childcare Event	Apr 17	• Opportunity Summit	Jun 18	• WDB Meeting	Oct 22	• WDB Meeting	Dec 3	• WDB Meeting
Feb 20	• WDB Meeting	Apr 24	• Policy Board Meeting	Jun 26	• Policy Board Meeting	Oct 30	• Policy Board Meeting	Dec 11	• Policy Board Meeting
Feb 28	• Policy Board Meeting	May 15	• WDB Budget Informational Session	Aug 20	• WDB Meeting	Nov 5	• Workforce Frontiers Symposium		
Apr 16	• WDB Meeting			Aug 28	• Policy Board Meeting				

Item #8: Set Next Executive Committee Meeting

Discussion Item (No Action Required):

The executive committee will set the next date and time for the meeting leading up to the February 20th board meeting.