



## Workforce Development Board (WDB) Agenda

Date: Thursday, February 20, 2020  
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.

### Agenda Items:

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### **Next Meeting: April 16<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.

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## Item 1: WDB Chair Update

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**INFORMATION ITEM – NO ACTION REQUIRED**

Board Chair Sammy Totah will provide an update.

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## Item 2: Faces of Workforce

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

In the next installment of the Faces of Workforce series, we will hear from Claire Parascandalo and Paul Gregowicz, two students in the digital marketing program at UCSD and participants in the Income Share Agreement program.

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## Item 3: Minutes of December 5, 2019 Meeting

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### **ACTION ITEM – VOTE REQUIRED**

#### **Members Present**

Sam Totah, Chair	Ed Hidalgo	Kurling Robinson
Andy Berg	Ky Lewis	Althea Salas
Christina Bibler	Matt Kriz	Ricky Shabazz
David Blake	Tom Lemmon	Annie Taamilo
Dennis DuBard	Keith Maddox	Rick Vaccari
Barb Krol	Omar Passons	

#### **Members Absent**

Nabil Abu Ghazaleh	Kevin Johnson	Carmencita Trapse
Phil Blair	Sandra Shuda	Carlos Turner Cortez
Mary Burton	Nancy Smith-Taylor	Mike Zucchet
Shandon Harbour	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 8:02 a.m. with a quorum present.

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

None.

#### **Action Items**

##### **Item 1 Minutes of the October 17, 2019 WDB Meeting**

Motion: WDB approves the meeting minutes.

Moved (A. Salas), Seconded (T. Lemmon), Carried Unanimously

Abstentions: A. Berg, D. Durbard, O. Passons

#### **Information Items**

##### **Item 2 Faces of Workforce: Richard Clinton**

A new video featuring Richard Clinton, South Bay Career Center customer, was played. After a layoff in 2017, Richard found a job within six weeks with the support of Workforce Partnership services.

##### **Item 3 Career Center System Impact Report**

Andrew Picard, Chief Program Officer, reported on the first quarter of the Career Center network, including community impact, customer demographics, satisfaction data. Highlights included: 20,000 visitors to the six career centers in Q1, 63,000+ individual services provided, and a 68% satisfaction rating among customers. A.

Picard also highlighted Q1 engagement in the community, including Jobtoberfest, Honor a Hero Hire a Vet Event, and Back to Work Day. Members had varied questions and suggestions for future reports.

**Item 4 Youth Contract Procurement Timeline**

A. Picard overviewed the timeline for WIOA Youth Programs' procurement cycle, which will begin January 2020, and conclude with a contract recommendation to WDB at the December 2020 meeting. SDWP's youth provider network totals \$4M+ in funding and serves approx. 1,600 individuals age 16-24. Programs will be awarded funds for program years 2021-22.

**Item 5 Income Share Agreement Update**

Parina Parikh, Director of Programs, and Alistair Penny, Career Consultant, updated on the ISA to date. There are 64 participants enrolled in 4 programs. Following the RFP issued over the summer, new programs are in development.

**Item 6 Fiscal Year 2020 Q1 Financial Update**

E. Class presented the Q1 update, which included a \$2,818,000 increase in confirmed funding: \$990,000 in new grants and \$1,828,000 carry-in from FY 2019.

**Item 7 Audit Committee Report**

Rick Vaccari, Audit committee Chair, discussed the prior committee meeting and future plans. The committee added a third meeting, will be finalizing its charter, and will begin an organization risk assessment in 2020.

**Item 8 Communications & Events Update**

D. Roughton presented on the highlights of 2019, and overviewed events in 2020, including Workforce & Childcare Event (1/30) and Opportunity Summit (4/17).

**Item 9 2020 Board Calendar**

The Board was provided WDB meeting and event dates for the next calendar year.

**Item 10 CEO & Staff Report**

Peter Callstrom, CEO, updated WDB on key external activates, including Brooke Valle's nomination for San Diego Business Journal's Businesswoman of the Year award. P. Callstrom attended Strada Education Network's national symposium, which included a panel with Mitchell E. Daniels, Jr., President, Purdue University, the first four-year institution in the country to offer an ISA program.

**Adjournment**

Sam Totah adjourned the meeting at 9:34 am.

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## Item 4: New Board Member Nomination

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### **ACTION ITEM – VOTE REQUIRED**

Recommend Naomi “Mimi” Rosado to join the WDB pending approval by the Policy Board.

### **BACKGROUND**

#### **Organization**

Naval Information Warfare Center (NIWC) Pacific

#### **Job Title**

Total Force Manager | Deputy, Corporate Programs

#### **Bio**

Mimi has been with NAVWAR since 1998 and has held her current position since 2014 and is currently transitioning to a newly created position as the Deputy of Corporate Programs. She has a Bachelor’s in Cognitive Psychology and a Masters in Global Business. Mimi began her career with the Space and Naval Warfare Systems Command (SPAWAR) as a network vulnerability consultant. In 2001, she took leave from defense work to support health providers with patient privacy as an IA consultant and HIPAA implementation expert. Returning to SPAWAR in 2003 supporting the Navy Marine Corps Intranet (NMCI) Program, Mimi led process management teams focused on the Information Technology Infrastructure Library (ITIL) methodology and service management frameworks.

In 2006, Mimi joined the SPAWAR Systems Center Pacific team, advising leadership on service management and governance models, transferring to the SSC Pacific Corporate Operations team soon after as the SSC Pacific Corporate Strategy Division Head. Mimi also focuses on building partnerships with the Wounded Warrior community and local colleges and universities for student recruitment, as well as collaborating with leadership in addressing retention challenges. Mimi’s passion for inclusive strategies initiated a career transition and pivot for NIWC Pacific and NAVWAR. As the Deputy for Corporate Programs, she is responsible for building partnerships with regional organizations focused on workforce initiatives, representing NAVWAR in collaborations with the San Diego EDC, the Cyber Center of Excellence and the San Diego Community College District.

Mimi has volunteered as a Court Appointed Special Advocate (CASA) for foster youth, has served as President of the Academy of Business & Technology Foundation, and mentored students at Clairemont High School.

#### *Why are you interested in serving on the SDWP board?*

NAVWAR is setting the pace for cyber security across the country. Our organization is also investing time and resources in building new talent pipelines across San Diego and in my role, I am responsible for building new partnerships to make that happen. I can contribute from the perspective of a large IT / Cyber Security employer that is creating and setting standards for the industry. Our commitment to the community is changing the way we interact with San Diegans, not only requiring out-of-box strategies, but stretching the boundaries of those boxes.

*Please describe any other community involvement activities:*

Professionally, I engage with the Wounded Warrior Battalion in Camp Pendleton, the San Diego Community College District, the San Diego Economic Development Council (EDC) and the Cyber Center of Excellence (CCOE). Personally, I work with Clairemont High School in various projects including a new Life Skills & Wellness workshop (in proposal phase), and serve as a corporate officer and practitioner (as a transformation coach) with YesHope!, a non-profit organization offering support to individuals recovering from traumatic events.

## **Org/Company description (mission, industry, customers):**

Naval Information Warfare Center (NIWC) Pacific provides the U.S. Navy and military with essential capabilities in the areas of command and control, communications, computers, intelligence, surveillance, and reconnaissance (C4ISR), cyber, and space.

A recognized leader in the cyber domain and cyberspace, and for autonomous unmanned systems, NIWC Pacific is providing the technological and engineering support critical to naval information warfare. While most of our work addresses the Navy's requirements, we actively support Marine Corps, Air Force, Army and Coast Guard programs. Other government agencies, such as the Department of Homeland Security, frequently call on our C4ISR expertise. Systems development and support includes basic research and prototype development through systems engineering and integration to life cycle support of fielded systems.

## **The Center's Workforce**

- NIWC Pacific employs a highly educated, diverse, multidisciplinary workforce of more than 4,700 scientists, researchers, engineers, technicians, technical specialists and more, who hold 194 Ph.D./J.D. degrees, and 1,356 master's degrees.
- The lab, located in San Diego, California, is ranked as a top generator of patents and license agreements (155 patent disclosures, 100 patent applications filed, and 50 patents issued in fiscal year 2017).
- NIWC Pacific's workforce includes the largest number of active-duty military personnel stationed at any naval laboratory or warfare center. This unique arrangement combines the fleet and operational expertise of the warfighter with the skills of the Center's research staff to tackle real-world problems facing the U.S. today and in the future.

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## Item 5: KRA Contract Modification

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### **ACTION ITEM – VOTE REQUIRED**

That the WDB approve a contract amendment for KRA Corporation Inc. (KRA) that increases their contract by \$280,000 of WIOA Adult and Dislocated Worker funding.

This will increase the KRA contract from \$5,178,166 to \$5,458,166 for the remaining program year through June 30, 2020. The funding will directly support the current staff and infrastructure costs of operating the career centers.

### **BACKGROUND:**

In the two years that KRA has operated the Career Centers, the contract has seen 10-15% reductions each year due to reductions in federal WIOA funding. Funding reductions have led to reduced staffing and an average increase in caseloads to approximately 120 jobseekers per career advisor. Caseloads at this level significantly reduce the amount of time that can be spent assisting each participant and are well above the industry standard of 80 jobseekers per advisor.

The Workforce Partnership updates our annual fiscal year budget mid-fiscal year to determine any unspent funds to reallocate. Typically, if underspent in WIOA funds, the Workforce Partnership reallocates those funds directly into participant training and into provider contracts. This year, to address the high caseloads, the Workforce Partnership, in collaboration with KRA, propose using unspent WIOA funds to hire additional career center case managers.



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## Item 6: Access, Inc. Contract Modification

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### **ACTION ITEM – VOTE REQUIRED**

That the WDB approve a contract renewal with Access, Inc. with a maximum budget of \$130,000 through December 2020. This is a performance-based contract to provide case management services for the Southeastern San Diego 'Live Well' Internships pilot program, funded by the County of San Diego.

### **BACKGROUND:**

In February 2019, the WDB approved a contract with Access, Inc. to provide case management services for this pilot program. This approval was based on a January 2018 Request for Bids (RFB) with a three-year option to renew.

### ***2019 Program Performance***

*Table 1: 2019 Goals vs Actuals<sup>1</sup>*

<b>Metric</b>	<b>2019 Goal</b>	<b>2019 Actual</b>
Applicants	150	239 ✓
Trainees	75	54 ✗
Recommended for Internships	50	50 <sup>2</sup> ✓

In total, there were 239 applications. Of these:

- 219 were from racial and ethnic minorities
- 151 were from women and non-binary applicants
- 46 were from opportunity youth
- 205 were from youth in low-to-moderate income households
- 112 were in households living below federal poverty guidelines

### ***Modifications for 2020***

The County expressed overall satisfaction with the pilot program and is extending the program through at least 2020. In response to the program's performance, community feedback, and a survey of interns, the County/SDWP have agreed to make the following changes for 2020:

- Reduce the goal for youth trained to 65
- Potentially expand work sites so that internships may take place in any County office
- Expand the program's eligibility to youth living outside the Southeastern San Diego catchment area, while still maintaining a recruitment priority in the catchment area

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<sup>1</sup> Tables 1, 2 and 3 represent calendar years (January through December)

<sup>2</sup> While 50 youth were recommended for Internships, only 30 youth successfully completed internships. Internship completion was not a formal goal for the program's pilot year.

The Workforce Partnership proposes the following changes to Access Inc's contract for 2020:

- Increase the proportion of payments dependent on Access Inc's performance
- Limit cost-reimbursement expenses to training wages and supportive services, with 100% of contractor's fees for services based on performance
- Include internship completion as a contractual goal
- Increase total budget by \$9,500 to fund more comprehensive case management

*Table 2: Funding for Access, Inc: 2019 approved vs 2020 proposed<sup>3</sup>*

Payment Basis	2019 Budget		2020 Budget	
Performance (maximum attainable)	\$20,000	17%	\$81,895 ▲	63%
Cost-reimbursement	\$100,500	83%	\$48,105 ▼	37%
Total	\$120,500	100%	\$130,000 ▲	100%

*Table 3: Performance goals for Access, Inc: 2019 approved vs 2020 proposed*

Metric	2019 Goal	2020 Goal
Applicants	150	— ✘
Eligible applicants	—	100 ▲
Clients completing training	75	65 ▼
Clients starting internships	50	50 /
Clients completing internships	—	50 ▲

<sup>3</sup> Percentages represent percent of budget total for the calendar year

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## Item 7: Audit Committee Report

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

Audit Committee Chair Rick Vaccari to report on the January 23<sup>rd</sup> committee meeting.

## Item 8: Fiscal Year 2020 Q2 Financial Report

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

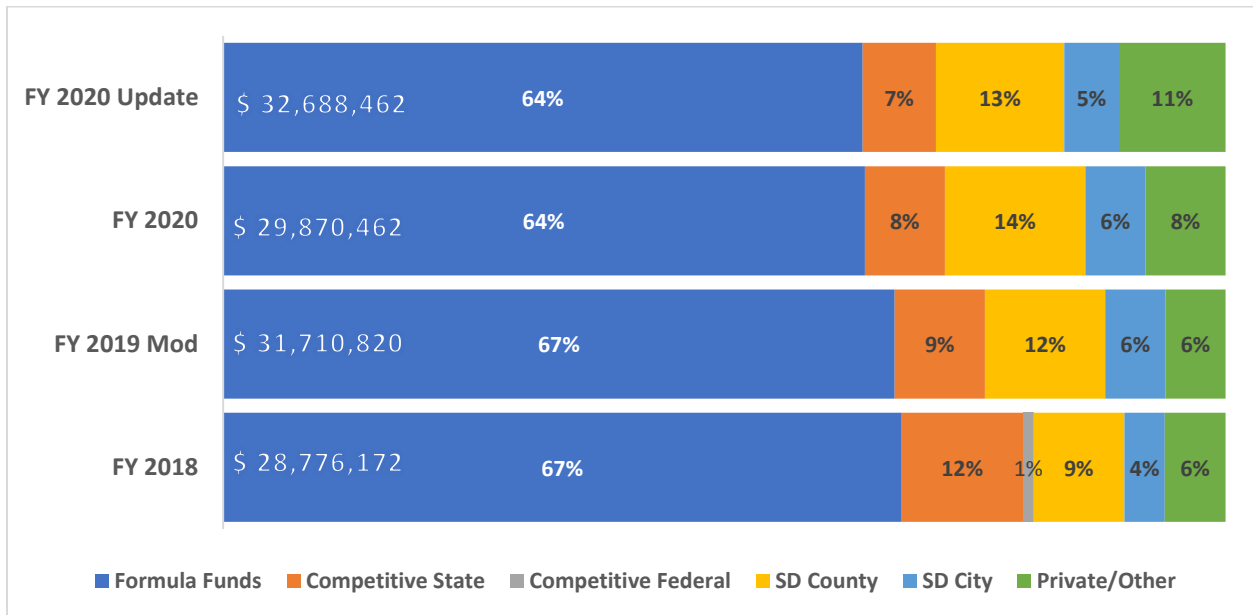
The Workforce Partnership's fiscal year is July 1 through June 30. The WDB and the Policy Board approve the budget for each fiscal year.

This quarterly budget report provides an update on additional funding, expenditure trends, and other key items related to high-level finances through Q2 (July – Dec) for FY 2020.

**Figure 1: Confirmed Revenue for 2020**

<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	\$32,688,462	No change from Q1
Q3 Update		Avail. May 2020
Year End Close		Avail. August 2020

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



*Note: Since 2016 the Federal Government has released very few competitive grant opportunities.*

**Figure 3: FY 2020 Planned and Actual Expenses Q2 Update (in \$000s)**

	FY 20 Annual Budget	Q1 Actuals	Q2 Actuals	Q1+Q2 Actuals	Q2 Budget
Central Ops	\$2,339	\$464	\$644	\$1,108	\$1,169
Direct Program Support	\$6,467	\$1,136	\$1,093	\$2,229	\$3,233
Programs/Contracts	\$16,171	\$2,998	\$3,682	\$6,680	\$8,085
Training Dollars	\$5,883	\$528	\$1,303	\$1,831	\$2,941
<b>Total</b>	<b>\$29,870</b>	<b>\$5,126</b>	<b>\$6,723</b>	<b>\$11,849</b>	<b>\$15,430</b>

*Notes: Halfway through FY20, 40% of the annual budget expended. The majority of variance is due to lower training expenses and timing of vendor invoices processed. This expected to increase in future quarters. Additional revenue confirmed in Q1 will be reallocated in the Q3 budget.*

**FY 2020 Expenditure Summary**

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

**Direct Program Support:** Includes expenditures which directly support specific grant programs and/or functions. Departments included: Adult, Youth, Businesses Services, ISA, 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 (career centers, WIOA Youth Contracts, etc.).

**Direct Training and Wage Reimbursements:** Costs for students and/or business, including Individualized Training Accounts (ITAs), On-the-Job Training Reimbursements (OJT), ISA provider payments, paid internships (TechHire and Connect2Careers), and wage reimbursements through the Expanded Subsidized Employment program (ESE).

## Looking Ahead:

1. Grants/Contracts: Awaiting results of 6 grant submissions totaling \$7.9M. Biggest opportunities include:
  - JP Morgan Chase Advancing Cities Round #2: \$5M
  - State of California Senate Bill 1 (Gas Tax) pre-apprenticeship program: \$1.3M
2. Federal Budget Update: On February 10, the Trump Administration submitted its Fiscal Year (FY) 2021 budget request to Congress. Under the President's request, the Department of Labor would receive \$11.1 billion in discretionary spending, an 11% decrease from the previous fiscal year.
3. Good news – funding for our key areas of service (adult, dislocated worker and youth) remain at level funding.
4. The President's budget does not align with the existing budget deal and thus, we view it as very unlikely to have any impact on FY21 appropriations.

The National Association for Workforce Boards (NAWB) continues to track federal budget developments and leads our industries budget and policy advocacy efforts. More information can be found here:

<https://files.constantcontact.com/95d743a6001/13d96828-7589-4604-ae2a-14f77ee7a9b5.pdf>

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## Item 9: Income Share Agreement Update

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

With input from City and County legal and compliance, in December, the Policy Board approved the use of a mission-aligned third-party for the administration of Income Share Agreements (ISA) servicing, collections on current and future contracts, and new contract originations.

### **BACKGROUND:**

The Workforce ISA, launched by the Workforce Partnership in July 2019, is an innovative new way to provide access to post-secondary education. This is the first and only workforce ISA fund in the public workforce system to date.

The Workforce Partnership has raised approximately \$3.5M from multiple philanthropic investors. Currently, 63 students are currently receiving training from UCSD Extension and career services from the Workforce Partnership through an ISA contract. The first cohort of 31 students will be graduating in March of 2020 and begin remitting payments in April 2020 per the terms of their ISA contracts.

In anticipation of repayments, the Policy Board approved the use of a new entity to execute this portion of the process. There are three primary goals of the Policy Board with this action:

- 1. Risk management:** This move will reduce risk exposure to the Workforce Partnership (and the City and County) by moving the financial transactions, as well as any associated remediation activities, to ISA contracts outside of our existing 501(c)(3).
- 2. Focus on core competencies:** The Workforce Partnership's core competency is not long-term financial transactions, cash flow collections, and/or investor relations. This move will keep the Workforce Partnership focused on its core competency of service delivery as the ISA project continues to scale while enabling us to leverage the necessary fund management expertise.
- 3. Access additional capital:** Moving the fund management to a third party opens up the fund to significant new capitalization opportunities including social impact investments, program related investments (PRI) from banks and foundations, and other capital outside of traditional philanthropy and government grants such as Community Reinvestment Act (CRA) funding from financial institutions.

By outsourcing the financial management portion of the Workforce ISA fund to a third-party, the Workforce Partnership, City and County of San Diego are far better protected from risk and can stay focused on its core competency of program service delivery.

Now that this has been approved, Workforce Partnership staff will negotiate and execute a service agreement with a third-party entity for the above-mentioned services.

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## Item 10: Working Groups & Councils Update

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

#### SDWP Working Groups

Informal groups working on specific topic areas to report back to the Board.  
Members include board members and community members.

##### Youth RFP

**Board Members:** Omar Passons, Ed Hidalgo and recruiting for members

**Purpose:** To advise and support Workforce Partnership's Youth RFP for up youth programs and services.

**Update:** Actively recruiting board members and community leaders for first kick-off meeting. Goal is to help design, release, and evaluate RFP submission from organizations bidding on Workforce Innovation and Opportunity Act (WIOA)-funded youth programs (16-24 age). The Workforce Partnership invests approximately \$5M to winning bidders to serve 2,500+ youth and young adults. The goal is to launch the RFP for the next four-year procurement cycle in the summer of 2020.

Staff Lead: Andrew Picard, Chief Programs Officer ([andrewpicard@workforce.org](mailto:andrewpicard@workforce.org))

**Next meeting:** February 20, 2020, 11:30am – 1:00pm (same day as the Board meeting).

##### Reentry Services (Inactive)

**Board Members:** David Blake (lead), Carlos Turner Cortez, Shandon Harbour, Tom Lemmon

**Purpose:** To inform/expand SDWP's justice-involved services for those reentering society.

**Update:** The State Board has yet to execute grant Prison2Employment funding for all Workforce Boards throughout California so further updates are pending. Once funding is in place from the State, we will reconvene and provide updates on program implementation.

Staff Lead: Andrew Picard, Chief Programs Officer ([andrewpicard@workforce.org](mailto:andrewpicard@workforce.org))

**Next meeting:** TBD and will be scheduled when needed.

**Other Working Groups to be planned:** Apprenticeships, Career Center Infrastructure Overhaul

#### Industry Councils & Initiatives

Tech Council: Will be merging with the San Diego Regional EDC's efforts related to the Advancing Cities project. Please see Andy Hall, Chief Impact Officer, for further details.

Health Care Council: Andy Hall, Chief Impact Officer, is working with Health Care Council Chairs to outline the 2020 approach and calendar.















## Item 11: Performance Dashboard

The Workforce Partnership tracks and reports on both programmatic and fiscal performance on a quarterly basis for all contractors who support the delivery of services to participants. The below table outlines the status of each contractor as of the close of Quarter 2 of Program Year 2019-2020.

- Green - on track
- Yellow - performance monitoring
- Red - corrective action

Workforce Partnership places contractors on corrective action after any single quarter reporting under performance. Corrective action involves documenting immediate targets for improvement, and prescribed, frequent technical assistance sessions from Workforce Partnership staff. Generally, Workforce Partnership moves to recommend funding reduction if a contractor has seen two or more successive quarters below corrective action targets, without improvement on agreed upon milestones.

Contractor	Program	Funding Source	Contract Award	Program Performance Fiscal Performance* Far right = Most recent
<b>Adult Programs</b>				
KRA (All Regions) [July 1, 2019-June 30, 2020, with 2 option years remaining]	Career Center Network	WIOA Adult/ Dislocated Worker	\$5,178,166	P  F 
KRA [July 1, 2019-June 30, 2020, option to extend]	Expanded Subsidized Employment (ESE)	County of San Diego	\$1,965,975	P  F 
Second Chance [Feb 1, 2020-June 30, 2020, 2 option years remaining]	Reentry Works**	CA Workforce Development Board & San Diego Sheriff's	\$331,367	P  F 
Corporation for Supportive Housing [July 1, 2018-June 30, 2020, option to extend]	Supported Employment Technical Consultant	County of San Diego	\$180,000	P  F 
CalFresh Employment and Training Providers [July 1, 2019-June 30, 2020, option to extend]	CalFresh Employment and Training	County of San Diego	\$335,000	P  F 
<b>Youth Programs</b>				
Able Disabled Advocacy [July 1, 2019-June 30, 2020, with 1 option year remaining]	(Metro) Out of School Youth (OSY)	WIOA	\$461,496	P  F 

Access, Inc. [July 1, 2019-June 30, 2020, with 1 option year remaining]	(Metro) OSY	WIOA	\$426,067	P F	
	(East) OSY	WIOA	\$424,067	P F	
	(North) OSY	WIOA	\$425,526	P F	
	(South) OSY	WIOA	\$694,156	P F	
	(County-Wide) Foster Youth SPA	WIOA	\$398,256	P F	
Interfaith Community Services [July 1, 2019-June 30, 2020, with 1 option year remaining]	(North) OSY	WIOA	\$348,091	P F	
International Rescue Committee [July 1, 2019-June 30, 2020, with 1 option year remaining]	(East) OSY	WIOA	\$190,368	P F	
San Diego Continuing Education [July 1, 2019-June 30, 2020, with 1 option year remaining]	(Metro) OSY	WIOA	\$356,267	P F	
Second Chance [July 1, 2019-June 30, 2020, with 1 option years remaining]	(Metro) OSY	WIOA	\$330,052	P F	
South Bay Community Services [July 1, 2019-June 30, 2020, with 2 option years remaining]	(County-Wide) Foster Youth ILS	WIOA	\$427,986	P F	
YMCA [July 1, 2019-June 30, 2020, with 1 option year remaining]	(North) OSY	WIOA	\$331,100	P F	

\*Each program may be reporting quarter on separate cycle. Workforce Partnership funding streams have different performance cycles, most are on Jul-Jun or Dec-Jan, with some on Sept-Oct. Some are only 12- to 18-month pilot programs.

\*\*Reentry Works program activities are currently suspended while the Workforce Partnership awaits executed grants from the State of California. Program anticipated to resume in March of 2020.

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## Item 12: Form 700

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

Board members should have received a notice via email from the County regarding the submittal of Form 700. As a board member of a City and County joint powers agency (JPA), Board members are required by law to complete this form annually. Below is the email:

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The Political Reform Act requires officials and employees who are designated in an agency's Conflict of Interest Code to file a Statement of Economic Interest (Form 700) annually. The following information is provided in order to ensure your compliance with FPPC regulations. As a designated Conflict of Interest Filer, you may now prepare and submit your Form 700 electronically using the eDisclosure system. The filing deadline is April 1, 2020. Shortly after receiving this letter you will also receive your eDisclosure login credentials which will contain your login ID, temporary password and link to the eDisclosure system.

The eDisclosure system will make it easier for you to comply with reporting requirements. This system is secure and password-protected; it assists you with filling out the form accurately and completely, and performs an error-check prior to finalization. Once you complete your Form 700 in eDisclosure, the next time it is necessary to submit a Form 700, the system allows information to be copied from a prior year's filing. You will have access to eDisclosure 24 hours a day, and online help is available in the form of video tutorials and user guides under the Help Menu.

As a designated code filer, you will see a list of positions for which you are required to file Form 700's. Once you have completed your form, the system will provide you the option to electronically submit your Form 700. Once submitted, your form will be saved in your online e-filing cabinet under the "Previous Filings" menu.

To commence using eDisclosure for e-filing of your Form 700, please take the following steps.

1. Watch a six minute "how to" video at this link:  
<http://www.southtech-tutorials.com/eDisclosure/FilerDemo/tutorial.html>
2. Access eDisclosure system and complete your Form 700 at this link:  
<https://www.southtechhosting.com/SanDiegoCounty/eDisclosure>
3. Submit your Form 700 by April 1, 2020.

A copy of your agency's current Conflict of Interest Code is available on our website at [http://www.sandiegocounty.gov/content/sdc/cob/conflict\\_interest.html](http://www.sandiegocounty.gov/content/sdc/cob/conflict_interest.html).

If you have any questions, please contact Brian Andrade, Senior Board Assistant, at (619) 531-5600 or via email at [Form700@sdcounty.ca.gov](mailto:Form700@sdcounty.ca.gov).

Sincerely,  
ANDREW POTTER  
Executive Director/Clerk of the Board of Supervisors

cc: Helen Robbins-Meyer, Chief Administrative Officer  
Communications Received for Board of Supervisors Official Records

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## Item 13: CEO & Staff Report

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

Peter Callstrom and staff will provide an update on key activities.