



Workforce Development Board (WDB) Agenda

Date: Thursday, April 16, 2020
Time: 8:00 a.m.
Place: Please register for Workforce Development Board Meeting - April at:

<https://attendee.gotowebinar.com/register/8073895708310471949>

After registering, you will receive a confirmation email containing information about joining the webinar.

Instructions for Public Meetings

- Please use the "raise hand" feature to speak
- All action items must be voted on via roll call
- When your name is called please answer aye, nay or abstain

Welcome and Introductions

- Chair/Vice Chair calls the meeting to order and provides update
- Non-agenda public comment.

Agenda Items:

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Next Meeting: June 18th, 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, utilize the "raise had feature" at the time of public comment. The SDWP will provide accommodations to persons who require assistance. Questions: (619) 228-2900.

Item 1: Minutes of the December 5, 2019 Meeting

ACTION ITEM – VOTE REQUIRED

Members Present

Sam Totah, Chair
Andy Berg
Christina Bibler
David Blake
Dennis DuBard
Barb Krol

Ed Hidalgo
Ky Lewis
Matt Kriz
Tom Lemmon
Keith Maddox
Omar Passons

Kurling Robinson
Althea Salas
Ricky Shabazz
Annie Taamilo
Rick Vaccari

Members Absent

Nabil Abu Ghazaleh
Phil Blair
Mary Burton
Shandon Harbour

Kevin Johnson
Sandra Shuda
Nancy Smith-Taylor
Mark Starr

Carmencita Trapse
Carlos Turner Cortez
Mike Zucchet

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. Dubard, 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, VP of Operations, 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 December 2020. SDWP's youth provider network totals \$4M+ in funding and serves approx. 1,600 individuals age 16-24. Programs will be awarded funds PY 21-22.

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, several 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 activities, 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 income-sharing agreement program.

Adjournment

Sam Totah adjourned the meeting at 9:34 am.

Item 2: Minutes of the February 20, 2020 Meeting

ACTION ITEM – VOTE REQUIRED

Members Present

Sam Totah, Chair
Dennis DuBard
Shandon Harbour
Ed Hidalgo

Kevin Johnson
Tom Lemmon
Kurling Robinson
Althea Salas

Sandra Shuda
Nancy Smith-Taylor
Rick Vaccari

Members Absent

Nabil Abu Ghazaleh
Phil Blair
Andy Berg
Christina Bibler
David Blake
Mary Burton

Barb Krol
Keith Maddox
Omar Passons
Ricky Shabazz
Mark Starr
Annie Taamilo

Carmencita Trapese
Carlos Turner Cortez
Mike Zucchet

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 8:04 a.m. without a quorum.

Non-Agenda Public Comment

None.

Information Items

Item 1 WDB Chair Update

Sam Totah, WDB Chair, congratulated SDWP on winning the USD Kaleidoscope Award for Good Governance. Peter Callstrom, CEO, shared that we spoke on a panel (Sammy, Ed Hidalgo, Jacob Richards) to share our approach, what we've done, and how far we've come.

Sam thanked Board members who attended the Workforce + Childcare event on January 30. The event and report released by SDWP focused on the needs and ways to support working parents.

A membership update was provided. Matt Kriz and Ky Lewis have resigned from the board. Matt completed his last term and Ky has retired. Sam emphasized we are continually looking for WDB members that represent our community, if any suggestions please contact Peter and Sam.

Kurling Robinson spoke to his experience attending the Winter Innovation Summit with Brooke Valle and Andy Hall.

Item 2 Faces of Workforce

A video featuring two ISA participants, Claire Parascandalo and her son, Paul Gregowicz, was played. Claire and Paul engaged in a Q&A with the board regarding their experience in the program. Claire emphasized the sense of community—noting that their sense of comradery and interaction is on par, even compared to her with other educational experiences. What she’s experienced in classroom experiences, even though they take their courses online.

Action Items

Item 3 Minutes of the December 5, 2019 WDB Meeting

The minutes were reviewed but not approved due to lack of quorum.

Item 4 New Board Member Nomination

Naomi “Mimi” Rosado was introduced. She described her background, experience and role at NAVWAR focusing on community outreach and talent development.

Item 5 KRA Contract Modification

Andrew Picard, Chief Program Officer, overviewed the contract modification for KRA—a request for \$280,000 to support staffing and infrastructure in SDWP’s Career Centers.

Item 6 Access Inc. Contract Modification

A. Picard introduced a \$130,000 contract modification to provide case management services for the ‘Live Well’ Internships pilot program. The program is a partnership with the County’s Health & Human Services Agency (HHS).

Information Items

Item 7 Audit Committee Report

Rick Vaccari, Audit Committee Chair, discussed the January Audit Committee meeting and upcoming March meeting. The committee charter has been finalized. The audit and enterprise-wide risk assessment results are being completed. Rick highlighted SDWP’s current insurance coverage levels.

Item 8 Fiscal Year 2020 Q2 Financial Report

A. Hall presented the Q2 financial report. Halfway through FY20, 40% of the annual budget has been expended. SDWP is awaiting the results of 6 grant submissions totaling \$7.9M.

Item 9 Income Share Agreement Update

B. Valle provided an update on the ISA program, which is currently recruiting mentors for students. Upon graduation in March and as graduates get jobs, the program will move into the repayment phase. The Policy Board approved the use of a third-party to manage the financial transactions.

Item 10 Working Groups & Councils Update

A. Picard reviewed the current status and upcoming meetings for working groups and councils. The Youth RFP working group is recruiting community and board members to assist in the design, release and evaluation of RFP submissions for WIOA-funded youth programs.

Item 11 Performance Dashboard

A. Picard presented the Q2 programmatic and fiscal evaluation of SDWP's contractors. Kevin Johnson asked who establishing and reviewing the performance criteria. A. Picard explained that the SDWP negotiates with the EDD each year on contract and performance levels.

Item 12 Form 700

P. Callstrom reviewed the information received by board members from the County of San Diego regarding Form 700, including the April 1 due date. If members need assistance, please let staff know.

Item 13 CEO & Staff Report

P. Callstrom provided an update on the federal budget proposal, the 4th annual Opportunity Summit on April 17th, and the ASUGSV summit. Ed Hidalgo also commented on the ASUGSV summit and the impact it has on our ability to share our work and to meet new colleagues and funders.

Peter thanked our summit sponsors—it takes private sector support and philanthropy to put on our events.

Adjournment

Sam Totah adjourned the meeting at 9:24 am.

Item 3: FY 2018-19 Audit Report

ACTION ITEM – VOTE REQUIRED

Recommendation:

That the Workforce Board approve the June 30, 2019 Basic Financial Statements and Audit Report from Rogers, Anderson, Malody & Scott, LLP, Certified Public Accountants (RAMS).

The audit committee reviewed the report at the March 18th, 2020 Audit Committee meeting and will provide an overview of the results.

Attachments:

Audited financial statements and single audit report for the year ended June 30, 2019

Item 4: Membership Update

INFORMATION ITEM – NO VOTE REQUIRED

Peter Callstrom to provide an update on membership.

The following members have resigned:

- Mary Burton, Private Sector
- Ky Lewis, Private Sector
- Mark Starr, Private Sector
- Omar Passons, Community/Public Sector
- Carlos Turner-Cortez, Education

New prospects – several in process.

Please share any suggestions on members with Peter.

Item 5: COVID-19 Response

INFORMATION ITEM – NO VOTE REQUIRED

This item will be a discussion of activities and strategies of responding to Covid-19 in the San Diego Community. Our strategy is organized into three distinct phases we are calling **1) Relief**, **2) Response**, and **3) Rebuild**.

Relief: Providing immediate support and information to businesses and workers to access cash, services, and assistance. Informing local decision makers on the economic impact of Covid-19 and how relief funding can best be targeted.

1. Update [workforce.org](https://www.workforce.org) to be first source of reliable resources for businesses and workers.
2. Released [report on Covid-19 Impact](#) held press conference on March 24, leading the XX of publications, including the [San Diego Union Tribune](#), [KPBS](#), [CBS 8](#), [ABC 10](#), and [many more](#).
3. Created public facing daily layoff notice tracker for media, policy makers, and civic leaders ([link here](#)).
4. As of 4/9/2020, we have been in communication with 352 businesses with Covid-19 related questions, received 224 layoff notices impacting 32,774 employees, conducting daily webinars for impacted workers on unemployment benefits and other financial and career service resources.
5. Set up phone tree with Small Business Administration, San Diego Employers Association and Workforce Partnership to triage in-bound employer requests for assistance.
6. Setup all programs staff to work from laptop and cell phone at home, keeping all career agents and job coaches available to engage our jobseekers via video call, phone and e-mail.
7. Moved placements to “remote-work” opportunities when possible, continuing to pay subsidized wages and helping employers design remote internship projects.

Response: Help workers and business pivot to meet immediate needs presented by the Covid-19 health crisis and related economic shock. Our efforts in this area will continue through the Covid-19 related social distancing and shelter in place measures persist.

1. Bringing in dollars: On March 27, submitted \$2.05M in Emergency Grant Applications to the US Department of Labor through the State of CA Employment Development Department for Dislocated Workers and Emergency Response Workers. On April 6, submitted an additional grant for \$400,000 for supportive services for Dislocated Workers.

2. As of March 30, Converted Career Center workshops and trainings to online Zoom format. Now hosting a calendar full of upcoming workshops all jobseekers can attend, available at www.workforce.org/events as well as [on-demand career development resources](#) that can be access 24/7. Set up remote enrollment and paperless processes.
3. Launched the Community Kitchens project, helping restaurants bring back laid off workers, reopen, and supply to-go orders for the public and health care workers.
4. Promoting remote “earn and learn” learning and training opportunities for workers and learners to upskill in in-demand jobs during social distancing.
5. Led and supported local coalition advocating for emergency child care funding for essential health care workers ([link to press release here](#))

Rebuild: Once shelter in place orders are lifted, how is the Workforce Partnership positioned to best rebuild the regional economy?

We believe executing on our [five pillar strategy](#) will be even more important in a post-Covid-19 economy and will continue to execute on our goals.

Item 6: Youth RFP

INFORMATION ITEM – NO ACTION REQUIRED

In light of the COVID-19 pandemic, the Workforce Partnership has shifted our approach to the upcoming Youth RFP process to engage the community, partners and our board members in feedback with multiple connection opportunities conducted virtually. Community engagement will be conducted as follows:

Multiple Virtual Townhall Webinars:

- One option in the morning and another option in the evening for people who are working, including topics:
 - Overview of the RFP process
 - How to do business with the Workforce Partnership
 - Surveys process and how to gather Youth and community feedback

Community Engagement Goals

- Minimum 2 virtual townhalls
- Minimum of 30 survey responses from each priority population
- Minimum of 75-100 participants in the town halls

RFP Timeline

Date	Action
January-April 2020	
January 31	Conduct Research on Geographic Distribution
March 31	Research on “High Barrier, High Need” Priority Populations
April 2020	
April 1 – 13	Build Survey and Email Lists for Distribution
April 13 - May 15	Community at Large Survey Distribution and Promotion
April 17	WDB Work Group Webinar
May 2020	
May 11-14	2 Virtual Townhalls (Morning/Evening)
May 2020	WDB Work Group
May 18 – 25	Close survey and Analyze results
June-July 2020	
June 18	WDB – RFP Framework
June 26	Policy Board – RFP Framework
June - August	Finalize RFP Based on Board / Community Feedback
August 2020	
August	WDB/Policy Board – Approve RFP Framework
September 2020	
September 7	Release RFP
November 2020	
November 2	RFP Due
November 2-30	Evaluators Score RFP
December 2020	
December	WDB/Policy Board – Contract Recommendation

Item 7: CEO & Staff Report

INFORMATION ITEM – NO ACTION REQUIRED

Peter and team will provide an update on key activities.