



Policy Board Agenda

Date: Friday, February 28, 2020
Time: 3—4:00pm
Place: County Administration Building, Room 310
1600 Pacific Highway, San Diego, CA 92101

Chair Welcome

- Non-agenda public comment

Topics (Items 1 – 5: Action Items)

Action Items:

Item 1:	Minutes of the December 13, 2019 Meeting	2
Item 2:	2020 Policy Board Chair & Vice Chair Selection	4
Item 3:	WDB Member Nomination	5
Item 4:	KRA Contract Modification	7
Item 5:	Access, Inc. Contract Modification	8

Information Items:

Item 6:	FY 2020 Q2 Financial Report	10
Item 7:	Performance Dashboard	13
Item 8:	CEO & Staff Report	15

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.

Item 1: Minutes of the December 13, 2019 Meeting

ACTION ITEM – VOTE REQUIRED

Members Present

Barbara Bry, Councilmember, City of San Diego, District 1 (Chair)
Greg Cox, San Diego County Supervisor, District 1 (Vice Chair)
Monica Montgomery, Councilmember, City of San Diego, District 4
Jacob Richards, Board Member, United Way of San Diego County

Legal Counsel Present

David Powell, Deputy City Attorney, City of San Diego
Tom Bosworth, Senior Deputy County Counsel, County of San Diego

Location

San Diego City Administration Building, City Council Chambers

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 Councilmember Bry at 3:00pm, with a quorum present.

Non-Agenda Public Comment

None

Action Items

***Item 1* Minutes of the October 25, 2019 Policy Board Meeting**

Motion: Board approves the meeting minutes.

Moved (G. Cox), Seconded (M. Montgomery), Carried unanimously

***Item 2* Workforce ISA Fund Financial Management**

Andy Hall, COO, presented on the Workforce ISA Fund's financial management structure and proposal to approve in concept the procurement of a third-party for the administration of ISA servicing, collections on current and future contracts, and new contract originations. The primary benefits of a third-party contractor include risk management, access to additional capital, and the ability of SDWP to focus on the organization's core competencies. J. Richards commented that the new structure is very interesting and he believes is the right move. He asked if the new entity would be independent from SDWP. A. Hall said yes, that is the intention. B. Bry mentioned this is exciting and very much needed to increase the ISA fund.

Motion: Board approves prog a third-party entity for the financial management of the Workforce ISA fund.

Moved (B. Bry), Seconded (J. Richards), Carried unanimously

Information Items

Item 3

Youth Contract Procurement Timeline

A. Hall overviewed the timeline for WIOA Youth Programs' procurement cycle, which will begin January 2020, as SDWP's research team will begin running data on disconnected youth in San Diego county. The results will be brought to WDB to evaluate the data and strategize, followed by several public townhalls. B. Bry applauded the involvement of young people in the process through SDWP's partnership with Youth Will on this initiative. The RFP process will conclude with a contract recommendation to the Policy Board December 2020.

Item 4

Fiscal Year 2020 Q1 Financial Updates

Ellen Class, CFO, 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. Looking ahead, SDWP has submitted applications for 6 grants totaling \$730,000. SDWP will also be completing a comprehensive review of Career Canter locations and facilities. J. Richards asked if the financial statements for the ISA fund will be reported by the new entity described in action item #2. A. Hall answered affirmatively, that the new entity's intention is to collect and report on ISA cashflows in the future.

Item 5

Proposed 2020 Meeting Dates

The Policy Board was provided the proposed meeting and event dates for the next calendar year. A. Hall briefly overviewed the Workforce + Childcare Event, Opportunity Summit 2020, and Workforce Frontier Symposium.

Item 6

Staff Report

A. Hall thanked the Policy Board for their involvement in 2019 and recognized Brooke Valle's San Diego Business Journal's Woman of the Year nomination. The meeting concluded with a video of an ISA participant.

Adjournment: The meeting was adjourned at 3:25pm

Next Meeting: Friday, February 28, 2020 at 3:00pm

Item 2: 2020 Policy Board Chair & Vice Chair Selection

ACTION ITEM – VOTE REQUIRED

RECOMMENDATION:

Select a Chair representing the County of San Diego Board of Supervisors and a Vice Chair representing the City of San Diego City Council for the 2020 session.

Background

Per the Joint Powers Agreement (JPA) that outlines the roles and governance of the Policy Board, the chair of the Policy Board rotates between a member representing the County of San Diego's Board of Supervisors and a member representing the City of San Diego City Council.

In 2019, City Councilmember Barbara Bry chaired the board and County Board of Supervisor Greg Cox served as Vice Chair.

Item 3: WDB Member Nomination

ACTION ITEM – VOTE REQUIRED

Recommend Naomi “Mimi” Rosado to join the WDB.

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.

Item 4: KRA Contract Modification

ACTION ITEM – VOTE REQUIRED

That the Policy Board 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. Note: This action item was discussed at length at the February 20, 2020 WDB Board meeting, however full quorum was not reached at this meeting. Workforce Partnership staff recommended moving forward with this item for Policy Board approval of contract modification as allowed by our by-laws.

Item 5: Access, Inc. Contract Modification

ACTION ITEM – VOTE REQUIRED

That the Policy Board 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. Note: This action item was discussed at length at the February 20, 2020 WDB Board meeting, however full quorum was not reached at this meeting. Workforce Partnership staff recommended moving forward with this item for Policy Board approval of contract modification as allowed by our by-laws.

2019 Program Performance

Table 1: 2019 Goals vs Actuals¹

Metric	2019 Goal	2019 Actual
Applicants	150	239 ✓
Trainees	75	54 ✗
Recommended for Internships	50	50 ² ✓

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

¹ Tables 1, 2 and 3 represent calendar years (January through December)

² 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 proposed³

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 ▲

³ Percentages represent percent of budget total for the calendar year

Item 6: FY 2020 Q2 Financial Report

INFORMATION ITEM – NO ACTION REQUIRED

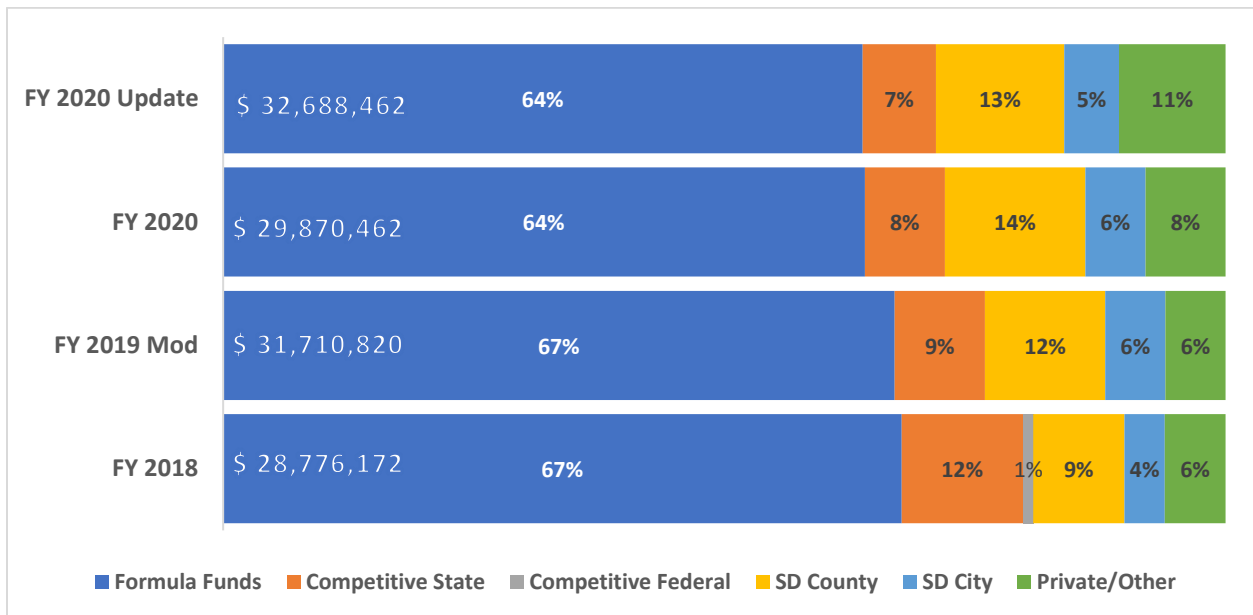
The Workforce Partnership’s fiscal year is July 1 through June 30. The WDB and the Policy Board approve the budget for each fiscal year.

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

Description	Confirmed Funding	Notes
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
Total	\$29,870	\$5,126	\$6,723	\$11,849	\$15,430

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:

- Grants/Contracts: Awaiting results of 6 grant submissions totaling \$7.9M. Biggest opportunities include:
 - o JP Morgan Chase Advancing Cities Round #2: \$5M
 - o State of California Senate Bill 1 (Gas Tax) pre-apprenticeship program: \$1.3M

- 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.

- Good news – funding for our key areas of service (adult, dislocated worker and youth) remain at level funding.

- 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>

Item 7: Performance Dashboard

INFORMATION ITEM – NO ACTION REQUIRED

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			
					Q1	Q2	Q3	Q4
Adult Programs					Q1	Q2	Q3	Q4
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	●	●	●	●
Youth Programs					Q1	Q2	Q3	Q4
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.	(Metro) OSY	WIOA	\$426,067	P	●	●	●	●
				F	●	●	●	●

[July 1, 2019-June 30, 2020, with 1 option year remaining]	(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.

Item 8: CEO & Staff Report

INFORMATION ITEM – NO ACTION REQUIRED

Peter Callstrom and staff will provide updates on key activities and upcoming events and initiatives.