Policy Board Agenda

Date: Friday, April 23, 2021
Time: 3—4:00pm
Place: https://us02web.zoom.us/j/86455239569
Passcode: 887130

Action Items:

Item 1: Minutes of the March 8, 2021 Meeting

Item 2: Membership Nomination – Veronica Dela Rosa

Item 3: Membership Nomination – Terry Kurtenbach

Item 4: Appointment of Members to the Joint Personnel Committee (JPC)

Item 5: FY 2019-20 Audit Report

Information Items:

Item 6: Income Share Agreement Annual Report (ISA)

Item 7: Revenue Strategy Briefing

Item 8: CEO & Staff Report

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, please use the “Raise Hand” function to speak 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 March 8, 2021 Meeting

ACTION ITEM – VOTE REQUIRED

Members Present
Monica Montgomery Steppe, Councilmember, City of San Diego, District 4 (Chair)
Joel Anderson, San Diego County Supervisor, District 2 (Vice Chair)
Sean Elo-Rivera, Councilmember, City of San Diego, District 9
Nora Vargas, San Diego County Supervisor, District 1
Jacob Richards, Board Member, United Way of San Diego County

Legal Counsel Present
David Powell, Deputy City Attorney, City of San Diego
David Smith, Chief Deputy County Counsel, County of San Diego

Staff Present
Peter Callstrom, President & CEO
Andy Hall, Chief Impact Officer
Shaina Gross, Vice President of Client Services
Parina Parikh, Vice President of Sector Initiatives

Location
Via Zoom

Per Executive Order N-25-20, the requirement to which members of the public shall have the right to observe & offer public comment at the public meeting, consistent with the Brown Act, has been suspended.

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 at 1:00pm, with a quorum present.

Non-Agenda Public Comment

None

Action Items

Item 1  2021 Policy Board Chair & Vice Chair Selection

Motion: Board approves the nominations of Councilmember Monica Montgomery Steppe for Chair, and Supervisor Joel Anderson for Vice Chair.

Moved (J. Richards), Seconded (N. Vargas), Carried unanimously

Item 2  Minutes of the December 11, 2021 Meeting

Motion: Board approves the meeting minutes.

Moved (J. Richards), Seconded (M. Montgomery Steppe), Carried unanimously
Information Item

Item 3  
Workforce Development Board (WDB) Chair

WDB Chair, and Chief Operating Officer at Kaiser Permanente, Sammy Totah introduced himself and discussed the WDB’s commitment to serve the community. Peter thanked Sammy for his leadership in referring new members to WDB, providing trainings for SDWP staff, and stewarding a strategic direction for the board. M. Montgomery Steppe thanked Sammy for his service and Peter for his comments.

Action Items

Items 4-6  
Membership Nominations

Peter described the backgrounds and experience of 3 WDB nominees: Matt Doyle of Vista Unified School District, Danene Brown of San Diego & Imperial Counties Community Colleges, and Taylor Eubanks of Tesla. M. Montgomery Steppe added that the nominees were impressive. Andy highlighted the work SDWP has done with Tesla in placing upwards of 50 individuals in roofing and solar installation positions with family-sustaining wages and equity potential within the company. He added that SDWP is very pleased to have the opportunity to bring Taylor onto the WDB, along with the other nominees, to continue that work. M. Montgomery suggested the board have a briefing on the work SDWP has been doing with Tesla, as it will be very helpful moving forward into economic recovery.

Motion: Board approves the nominations.

Moved (J. Anderson), Seconded (N. Vargas), Carried unanimously

Item 7  
WIOA Youth RFP

Andy reviewed the WIOA Youth RFP process and contract recommendations. The contracts in this RFP cycle serve opportunity youth (16–24-year-olds that are not working and not in school.) SDWP receives federal funding from the Workforce Innovation and Opportunity Act (WIOA) to reconnect the opportunity youth population to school and/or work. Additionally, SDWP conducts research on this issue to determine which groups are disconnected and how best to provide services to those individuals. The research reflected several population-specific groups (Immigrant/Refugee/ELL Youth, Youth Experiencing Homelessness, Justice-Involved Youth, and Black Opportunity Youth) as experiencing disconnection at much higher rates than other populations in San Diego. The RFP’s working group structured the RFP with several contracts to target those populations specifically, along with a broader contract award to serve opportunity youth at SDWP Career Centers. Andy reviewed the RFP winners and explained that the evaluation committee of community members and youth recommend the Black Opportunity Youth RFP be edited and re-released as no bidders met the minimum score threshold. Andy reviewed the scoring process and outcome metrics for the contracts. He discussed the appeals process for bidders and noted SDWP has not received any appeals.
N. Vargas highlighted a challenge in the RFP process as smaller organizations are disadvantaged at meeting the threshold to bid despite being directly connected to the community through grassroots efforts. She asked how SDWP can create a path for local organizations to be a part of the RFP process. Andy replied that SDWP will continue to further encourage large recipients to potentially subcontract elements of their contracts out to smaller organizations for areas such as outreach or job placement. Some selections for the WIOA Youth RFP have subcontracted smaller, local organizations for aspects of the contract. He also discussed SDWP’s interest in hosting town halls and technical assistance sessions for those that want to prepare to compete for federal contracts. N. Vargas would like the board to potentially institutionalize these ideas to ensure SDWP is allocating resources to support local organizations. M. Montgomery Steppe thanked N. Vargas for bringing the issue forward and noted that it has been a concern of hers as well.

S. Elo-Rivera noted that in the category of Black opportunity youth, it was surprising that a Black-lead organization did not meet the minimum criteria to conduct outreach to the Black community. He asked how the process will be modified in the RFP’s re-release. Andy responded that the evaluation panel determined that some organizations were very close to qualifying, but asked SDWP staff to work with those organizations to re-structure their responses to meet the scoring criteria. Shaina Gross noted that the summary provided to the board of key components missing did not apply to all applicants, but was a summary of all the bidders. Some organizations may have had strengths in outreach, but weaknesses in mentorship, for example, so all comments may not apply to all the applicants. For example, some organizations were looking to serve Black immigrant or refugee youth, and while there is need in this area, the RFP had a specific category for immigrant, refugee, and ELL youth. Shaina added that the next RFP will be providing additional data points to be more specific about outcomes and the population the contract is looking to serve.

S. Elo-Rivera thanked Shaina for her comments and added to N. Vargas’ earlier comments, highlighting the importance of SDWP providing guidance and support to organizations on the front-end of the bidding process. He noted that some of the RFP winners for the contracts in question were large institutions, and in his non-profit experience a bit of lead-time can make all the difference in a smaller organization’s competitiveness in the RFP process. He also requested proactive outreach providing detailed feedback on where the non-selected bidders lost points, and encouragement to the previous bidders to apply again. Additionally, S. Elo-Rivera inquired about an update on where the opportunity youth program fits within the SDWP more generally and deeper dive on how the RFP contracts fit into SDWP’s larger opportunity youth goals. Andy replied in the affirmative, stating that SDWP will schedule a briefing with his office on this topic and bring an update to the board in a future meeting.

M. Montgomery Steppe thanked the board for their comments and questions, also stating that she is looking forward to the creative strategies and outcomes of the RFP winners.

Motion: Board approves the contracts.

*Moved (J. Anderson), Seconded (N. Vargas), Carried unanimously*
Information Items

Item 8

CEO & Staff Report

Andy provided an overview of SDWP, including the five pillars guiding our goals and outcomes (Job Quality, 2Gen Solutions, Outcomes-Focused Funding, Inclusive Business Growth, and Population-Specific Interventions). He explained that the centerpiece of SDWP’s service delivery system is the Career Center network, spread across six locations throughout San Diego County. In 2020 SDWP serviced over 30,000 individuals through the network. Andy also overviewed SDWP’s targeted programming and projects, as well as priority sector initiatives for training investments in specific high-growth and high-wage industries. Andy highlighted the High Roads Construction Careers (HRCC) program aimed at establishing a diverse pre-apprenticeship pipeline for jobs in the construction industry. M. Montgomery Steppe is interested in the makeup of HRCC, SDWP’s outreach, and placement data, and to see that information at a future meeting. N. Vargas added that she would like to expand apprenticeship programs to other institutions and will be working to do so at the BOS level. She also highlighted the consideration of racial-equity in green jobs and apprenticeship programs. Andy will connect with her office to collaborate on those issues. M. Montgomery Steppe agreed with N. Vargas’ comments and noted that the location of the training as the Educational Cultural Complex is the flagship campus of Continuing Education and prominent in the Black community. She hopes that this will interest more people in the program, adding that that the numbers are lacking in Black participation in the building and construction trades and this program is an effort to improve that. She added that these efforts can be connected to the San Diego Energy Equity Campus in District 4.

Peter discussed SDWP’s evolution towards a diversified portfolio of revenue sources. In 2012 federal funds accounted for 97% of SDWP’s funding, in 2021 federal funds account for only 59%, which is unique in the Workforce Development Board space. SDWP has worked very hard at diversification and bringing in private sector and philanthropic funds in recent years to provide diverse services to the community. Peter also discussed a grant SDWP recently received from the California Department of Social Services and the Labor and Workforce Development Agency for outreach to California communities disproportionately impacted by COVID-19. SDWP was the only Workforce Development Board in the state to be awarded these funds. With the grant, SDWP will be educating workers and employers in high-risk industries, such as the food and agriculture sectors, on how to minimize the spread of COVID-19 in the workplace. Peter also highlighted the California Workforce Development Board’s classification of SDWP as a high-performing board. Peter also drew attention to the organization’s advocacy work to support Relaunching America’s Workforce Act (RAWA) in order to secure proper funding for workforce development across the country.

Item 9

Board Meeting Calendar

The Policy Board agreed to meet bimonthly at 3pm.

Adjournment:
The meeting was adjourned at 2:03 pm

Next Meeting:
Friday, April 23, 2021 at 3:00pm
Item 2: Membership Nomination – Veronica Dela Rosa

**ACTION ITEM – VOTE REQUIRED**

Policy Board to approve the following board prospect:

**Veronica Dela Rosa**, Executive Vice President of Operations, San Ysidro Health  
Seat: Private Sector

Veronica Dela Rosa has spent over 25 years in the health care industry. Veronica currently is the Executive Vice President of Operations at San Ysidro Health. Her responsibilities include overseeing Clinic Operations, IT, Population Health and Performance Excellence, HR, Compliance and Diversity and Inclusion initiatives. Prior experience includes over 20 years as a health care administrator for Kaiser Permanente where her oversight encompassed the medical group’s Primary Care Services Division focusing on quality, access and innovative health care delivery services to over 600,000+ patients. In both her career and community involvement, Veronica has a long history of advocating for: women’s health, social justice, and health equity. She has helped shape multiple non-profit organizations as a board member and continues that work today.
Item 3: Membership Nomination – Terry Kurtenbach

**ACTION ITEM – VOTE REQUIRED**

Policy Board to approve the following board prospect:

*Terry Kurtenbach*, Executive Director of Human Resources, San Diego Convention Center Corporation

Seat: Private Sector

As part of its Executive Team, Terry leads personnel programs for all human resources areas, including labor relations, employee training, safety and workers compensation, employment, compensation, benefits, employee relations and organizational development. A native San Diegan, Terry began her career with Hilton, where she gained experience in services, sales, marketing, advertising, and public relations. She joined the SDCC team in 1989 as Training Manager, advancing to human resources management over a 15-year period. In 2005, she went to Time Warner Cable to serve as its Director of Human Resources until 2012. In that position, she provided strategic HR leadership for Time Warner’s Southern California region before returning to SDCC in 2012 to serve as its HR Director. Her decades of progressively responsible experience led her to her current leadership position, where she continues to enjoy helping employees identify their strengths and realize their full potential. Terry’s past community and volunteer experience includes serving on the board of the local chapter of the American Society of Training and Development, the Hall of Champions Auxiliary Committee, and the Steering Committee for the YWCA Tribute to Women & Industry (TWIN) Awards. Terry is also a past TWIN Award recipient and has helped SDCC to gain numerous awards and accreditations, including becoming the County of San Diego’s 500th Live Well San Diego partner and receiving the San Diego Association of Government’s Platinum Tier Award. Terry holds a Bachelor’s degree in Public Administration from San Diego State University. She is a certified Senior Professional in Human Resources and holds a California credential. She is a national member of the Society of Human Resource Management and a member of 20/20, a San Diego HR executive group.
Item 4: Appointment of Members to the Joint Personnel Committee (JPC)

ACTION ITEM – VOTE REQUIRED

The Policy Board appoint three members to serve on the JPC for the annual CEO review process.

Background

This item is to develop the JPC to conduct the annual evaluation for the CEO. Per the ‘Partnership Agreement’ (revised 2/2016), section 5(f), states:

Maintain with SDWP a joint personnel committee charged with selecting, evaluating and recommending the compensation of the CEO. The committee shall consist of six (6) members; three (3) members of the Consortium (Chair, Vice Chair, and appointee) and three (3) members of WDB (Chair and appointees).

Process

• The JPC will convene at their discretion per Brown Act guidelines.
• The JPC makes recommendations to the Policy Board at the June meeting.
• The Policy Board receives, reviews and acts upon JPC recommendations.
**Item 5: FY 2019-20 Audit Report**

**ACTION ITEM – VOTE REQUIRED**

**Recommendation:**

The Policy Board approve the FY20-21 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 15th, 2021 and the Workforce Development Board approved the report on April 15, 2021.

**Attachments:**

Audited financial statements and single audit report for the year ending June 30, 2020.
Item 6: Income Share Agreement Annual Report (ISA)

INFORMATION ITEM – NO VOTE REQUIRED

Andy Hall, Chief Impact Officer, will provide a summary of the 2020 ISA Annual Report.

Attachments:

Item 7: Revenue Strategy Briefing

INFORMATION ITEM – NO VOTE REQUIRED

Andy Hall will provide an update on the SDWP revenue strategy heading into the next fiscal year.

The presentation will cover the budget revenue breakdown, historical revenue trends, projections for next fiscal year that starts on July 1, 2021, and an update on recent grant wins, fundraising goals, and revenue opportunities in the pipeline.

Figure 1: Workforce Partnership revenue, as of 12.31.2021

<table>
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<th>Strategy</th>
<th>Description</th>
<th>Amount</th>
<th>% of Budget</th>
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<tr>
<td>1</td>
<td>Workforce Innovation and Opportunity Act</td>
<td>$19.4M</td>
<td>58%</td>
</tr>
<tr>
<td>2</td>
<td>Fed, State, Local Govt &amp;Philanthropy Grants/Contracts</td>
<td>$10.3M</td>
<td>31%</td>
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<tr>
<td>3</td>
<td>Income Share Agreements (ISAs)</td>
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<tr>
<td>4</td>
<td>CalFresh Employment and Training</td>
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</tr>
<tr>
<td>5</td>
<td>Fee for Service</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$33.8M</strong></td>
<td><strong>100%</strong></td>
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Item 8: CEO & Staff Report

INFORMATION ITEM – NO ACTION REQUIRED

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