Workforce Development Board (WDB) Agenda

Date: Thursday, April 15, 2021
Time: 8:00 a.m.
Place: https://us02web.zoom.us/j/81053919175
Passcode: 622972

Instructions for Public Meetings
- Members of the public - please use the “raise hand” feature to speak, or you can chat your questions/comments to be read aloud
- Board members - participate by un-muting yourself, or submit questions/comments in chat box

Welcome and Introductions
- Chair calls the meeting to order
- Non-agenda public comment

Agenda Items

Item 1: Special Guest, Congressman Scott Peters
Item 2: Minutes of the February 18, 2021 Meeting
Item 3: CEO & Staff Update
Item 4: Membership Nomination – Veronica Dela Rosa
Item 5: Membership Nomination – Terry Kurtenbach
Item 6: FY 2019-20 Audit Report
Item 7: Income Share Agreement Annual Report
Item 8: Revenue Strategy Briefing

Next Meeting: June 17th, 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, please use the “raise hand” function at the time of public comment. SDWP will provide accommodations to persons who require assistance. Questions: (619) 228-2900.
Item 1: Special Guest, Congressman Scott Peters

INFORMATION ITEM – NO VOTE REQUIRED

Congressman Scott Peters will join WDB to share DC priorities.

Congressman Scott Peters serves California’s 52nd Congressional district, which includes the cities of Coronado, Poway, and most of northern San Diego. First elected in 2012, he currently serves on the House Budget Committee and the House Energy and Commerce Committee, as well as the Joint Economic Committee.

Scott Peters is a civic leader who has made improving the quality of life in San Diego his life’s work. As a Member of Congress, Scott’s emphasis has been promoting and expanding San Diego’s innovation ecosystem, advocating for San Diego’s pivotal role as a partner in the national defense, and making government work again. Ranked the 4th most independent Democrat in Congress by the National Journal, Scott Peters understands that business problems have bipartisan solutions, and is never afraid to work across party lines to build consensus and get things done.
Item 2: Minutes of the February 18, 2021 Meeting

ACTION ITEM – VOTE REQUIRED

Members Present
Sammy Totah, Chair  Kevin Johnson  Althea Salas
Andy Berg  Carol Kim  Ricky Shabazz
Phil Blair  Barb Krol  Sandra Shuda
David Blake  Tom Lemmon  Annie Taamilo
Dennis DuBard  Keith Maddox  Carmencita Trapse
Ed Hidalgo  Kurling Robinson  Rick Vaccari
Brisa Johnson  Mimi Rosado  Mike Zucchet

Members Absent
Christina Bibler  Nancy Smith-Taylor
Shandon Harbour  Carmen Summers

Staff Members Present
Peter Callstrom, President & CEO
Andy Hall, Chief Impact Officer
April House, Chief Operating Officer
Andrew Picard, Chief Programs Officer
Brooke Valle, Chief Strategy and Innovation Officer

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.

Call to Order
The meeting was called to order by Sammy Totah, at 8:01 a.m. with a quorum.

Non-Agenda Public Comment
None

Report Item

Item 1 CEO Report
Peter announced that SDWP was the only Workforce Development Board in the state to receive funds from the California Department of Social Services and the Labor and Workforce Development Agency for outreach to California communities disproportionately impacted by COVID-19. 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 highlighted our advocacy work to support Relaunching America’s Workforce Act (RAWA) in order to secure proper funding for workforce development across the country.

**Information Item**

**Item 2  Membership Update – Sandra Shuda Retirement**

Peter, Sammy, and the WDB thanked Sandra for her service. Phil noted that Sandra was one of the most wonderful HR professionals he had every worked with, and Sammy wished her a long and happy retirement. Sandra thanked the board and added that WDB is the most rewarding board she’s been on in her career.

**Action Items**

**Item 3  Minutes of the December 3, 2020 Meeting**

Motion: WDB approves the meeting minutes.

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

**Items 4—6  Membership Nominations - Taylor Eubanks, Dr. Matt Doyle, & Dr. Danene Brown**

Peter overviewed nominations of Taylor Eubanks, Dr. Matt Doyle, and Dr. Danene Brown. He noted that all three nominees have been active partners with the SDWP. The membership nomination agenda items were consolidated into a single vote.

Motion: WDB approves the membership nomination.

Moved (P. Blair), Seconded (A. Salas), Carried Unanimously

**Item 7  WIOA Youth RFP**

Andrew presented the results of the RFP, the outcome of a 2-year planning process. The RFP’s mission was to focus funding county-wide, as well as
allocate funding to some of the community’s most vulnerable populations. Andrew reviewed the scoring process and outcome metrics, noting that there was no recommendation for the Black Opportunity Youth contract as none of the bidders qualified for the oral-interview round. SDWP will re-release the Black Opportunity Youth RFP with evaluator edits by April 2021 and will bring results back to the WDB at the following board meeting.

Motion: WDB approves provision of youth services and authorizes SDWP to enter contract negotiations.

Moved (A. Berg), Seconded (K. Robinson), Carried Unanimously

**Item 8  Racial Justice Working Group Recommendations**

Andy, April, Ricky, and the Racial Justice Working Group members provided an overview of activities and presented two recommendations for approval: an update to the organization’s core values to include “equity” and “inclusion”, and the establishment of a standing EDI committee. Sammy thanked Ricky and the committee for their ongoing work on this critical issue.

Motion: WDB approves the additional of 2 new core values.

Moved (A. Salas), Seconded (P. Blair), Carried Unanimously

Motion: WDB approves the establishment of a DEI committee.

Moved (B. Johnson), Seconded (C. Trapse), Carried Unanimously

**Information Items**

**Item 9  Energy, Construction, and Utilities Sector Initiative Update**

Andy updated the board on SDWP’s strategy for programs, revenue plans, and talent initiatives in the energy, construction, and utilities sectors. Pedro Villegas, Director of Community Relations at SDG&E, and WDB member Kevin Johnson, Training Director/CFO at the San Diego & Imperial County Electrical Training Institute provided an update on the Career Jumpstart program. The program has placed 19 students making $18+ per hour.

Andy, Tom, and Carol discussed progress on High Roads Construction Careers program. Cohort #2 of this program begins the program June 1.

**Item 10  Committee & Working Group Updates**
Rick provided an update on upcoming March Audit Committee meeting to review the results of the organization's audit and financial infrastructure review report.

**Adjournment**

Sammy Totah adjourned the meeting at 9:13 am.
Item 3: CEO & Staff Update

REPORT ITEM – NO VOTE REQUIRED

An overview of Workforce Partnership activities and progress on strategic initiatives.
**Item 4: Membership Nomination – Veronica Dela Rosa**

**ACTION ITEM – VOTE REQUIRED**

WDB 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 5: Membership Nomination – Terry Kurtenbach**

**ACTION ITEM – VOTE REQUIRED**

WDB 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 6: FY 2019-20 Audit Report**

**ACTION ITEM – VOTE REQUIRED**

WDB to approve the results of the FY20-21 independent auditors report.

**Recommendation:**

That the Workforce 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 committee meeting and will provide an overview of the results.

**Attachments:**

Audited financial statements and single audit report for the year ending June 30, 2020.
Item 7: Income Share Agreement Annual Report

INFORMATION ITEM – NO VOTE REQUIRED

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

Attachments:

Item 8: Revenue Strategy Briefing

INFORMATION ITEM – NO VOTE REQUIRED

Andy Hall, Chief Impact Officer, will provide an update on the Workforce Partnership revenue strategy heading into the next fiscal year.

The presentation will cover the current revenue breakdown in the current budget, 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.

This information will help inform the board in advance of the budget preview scheduled for June 2021 and board discussion and approval of the next fiscal year budget scheduled for the June 17th, 2021 board meeting.

Figure 1: Workforce Partnership revenue, as of 12.31.2021:

<table>
<thead>
<tr>
<th>Strategy</th>
<th>Description</th>
<th>Amount</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<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>
<td>$2.3M</td>
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<tr>
<td>4</td>
<td>CalFresh Employment and Training</td>
<td>$1.5M</td>
<td>4%</td>
</tr>
<tr>
<td>5</td>
<td>Fee for Service</td>
<td>$300,000</td>
<td>&gt;1%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$33.8M</strong></td>
<td><strong>100%</strong></td>
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