Special Meeting of the Joint Personnel Committee (JPC) of The San Diego Consortium Policy Board and The San Diego Workforce Partnership (SDWP) - Workforce Development Board (WDB)

date  Thursday, July 29, 2021
time  1—2 pm
Place  https://us02web.zoom.us/j/89959734364
Passcode: 821056

AGENDA

CALL TO ORDER AND NOTE OF ATTENDANCE

Public Comment
Members of the public may address the JPC on issues on this agenda (three minutes per speaker) and/or other items within the JPC’s scope. To speak, submit a “Request to Speak” form prior to the meeting. The SDWP will provide accommodations to persons who require assistance. If you require assistance, please call (619) 228-2900.

Adjourn to Closed Session

- Closed Session Item 1: PUBLIC EMPLOYEE PERFORMANCE EVALUATION pursuant to Government Code Section 54957(b)(1)
  Title: Executive Director of the San Diego Consortium and President and CEO of the San Diego Workforce Partnership, Inc.

Reconvene Open Session (ACTION ITEMS)

- Item 1: Report out of Closed Session.

- Item 2: Discuss proposed revision to the JPC. Revision would charge the executive committee of the Workforce Development Board (WDB) to conduct the CEO review (with recommendations for Policy Board approval) and add additional personnel-related matters for ongoing review and guidance (i.e., policies, recruitment and retention strategies, succession planning, staff professional development and practices involving diversity, equity, and inclusion.)

Adjournment
San Diego Workforce Partnership

Workforce Partnership Executive Committee (WPEC)
Proposal

1. **Background:**

   The JPC was established several decades ago when the SDWP was in its early days and had three distinct boards (the 501c3 was a separate board). At the time, members from each board (3 Policy Board, 2 WDB, 1 from 501c3) comprised the JPC. When the WDB and 501c3 merged (2016), the JPC structure became 3 members from the Policy Board and 3 members from the WDB. The sole purpose of the JPC has been to conduct the annual performance review for the CEO.

   Currently, the JPC only meets once annually to conduct the CEO’s review. This model may have served the organization in its early days, but as the organization has grown and diversified substantially, a new structure is needed to better serve a broader set of personnel-related issues.

2. **Need:**

   Many other organizational matters need to be carefully vetted and brought forward for governance approval, including, but not limited to; benefits, key personnel handbook updates, DEI strategy/analysis, key hires, organizational structural decisions, PTO plan, bonus program, professional development, etc.

   The CEO review process needs to be more comprehensive and interactive with the CEO, carefully addressing matters including, the CEO’s personnel contract, compensation analysis, retention strategies, sabbatical policy, succession planning, etc.

3. **Recommendation:**

   - Replace the JPC with the WPEC.
   - WPEC consists of WDB members (WDB Officers and Chair appoints other members as needed). The WPEC currently meets with the CEO regularly to address many ongoing issues. Adding the new oversight of the CEO review would align well with the current structure.
   - Update the Bylaws to articulate the WPEC purpose and scope.
   - Update the ‘Partnership Agreement’ – which defines the responsibilities and collaborative activities of the WDB and Policy Board.

      (1) WPEC to address key ongoing personnel matters, human resources strategy, collaboration and decisions requiring governance review/approval.

      (2) WPEC would complete the CEO review and make a recommendation to the Policy Board for their final review/approval.