Workforce Development Board (WDB) Agenda

Date: Thursday, April 21, 2022
Time: 8—9:30 a.m.
Place: In person & via Zoom
9246 Lightwave Ave, Suite 100, San Diego, CA 92123
https://us02web.zoom.us/j/88439537580

Instructions for Public Meetings

- Members of the public – on Zoom please use the “raise hand” feature to speak, or you can chat your questions/comments to be read aloud. If in person, please complete a “Request to Speak” form
- 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

Action Item:
Item 1: Virtual Meeting Resolution

Information Item:
Item 2: Faces of Workforce

Action Item:
Item 3: Minutes of the February 22, 2022 Meeting

Report Item:
Item 4: CEO & Staff Update

Information Items:
Item 5: Income Share Agreement Update
Item 6: Performance Data Update
Item 7: Career Center Transition Update
Item 8: Committee & Working Group Updates

Next Meeting: June 16th, 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: Virtual Meeting Resolution

ACTION ITEM – VOTE REQUIRED:

Resolution recognizing a state of emergency and authorizing teleconferenced meetings pursuant to AB 361

WHEREAS, in response to the novel coronavirus (“COVID-19”) pandemic, Governor Newsom adopted a series of Executive Orders allowing the legislative bodies of local governments to meet remotely via teleconference so long as other provisions of the Ralph M. Brown Act (“Brown Act”) were followed; and

WHEREAS, Governor Newsom declared a statewide emergency arising from COVID-19 pursuant to Government Code section 8625; and

WHEREAS, on Sept. 16, 2021, Governor Newsom signed AB 361, which immediately amended the Brown Act allowing governing boards to continue holding virtual meetings outside the teleconferencing requirements of Government Code section 54953(b), if the board makes a finding that there is a proclaimed State of Emergency, and either (1) state or local officials have imposed or recommended social distancing measures, or (2) meeting in person would present imminent risks to the health or safety of attendees due to the emergency; and

WHEREAS, social distancing measures have been imposed and implemented by the County and City of San Diego to mitigate the spread of COVID-19; and

WHEREAS, the San Diego Workforce Partnership (Workforce Development Board - WDB) believes the spread of COVID-19 poses an imminent risk to the health and safety of in person meeting attendees; and

WHEREAS, the WDB is committed to open and transparent governance in compliance with the Brown Act; and

WHEREAS, the WDB is conducting virtual meetings by way of telephonic and/or internet-based services as to allow members of the public to fully participate in meetings and offer public comment.

NOW THEREFORE, BE IT RESOLVED, that the recitals set forth above are true and correct and fully incorporated into this Resolution by reference.

BE IT FURTHER RESOLVED, that the WDB recognizes that a State of Emergency in the State of California continues to exist due to the COVID-19 pandemic.

BE IT FURTHER RESOLVED, that the WDB recognizes that social distancing measures remain recommended by state and local officials.

BE IT FURTHER RESOLVED, the WDB authorizes the use of teleconferencing for all meetings in accordance with Government Code section 54953(e) and all other applicable provisions of the Brown Act, for a period of thirty (30) days from the adoption of this resolution, or such a time...
that the Governing Board adopts a subsequent resolution in accordance with Government Code section 54953(e)(3).
Item 2: Faces of Workforce

REPORT ITEM – NO VOTE REQUIRED:

Cynthia Ajani and Khea Pollard, owners of Café X, to speak on their collaboration with Access, Inc. and the Workforce Partnership.
### Item 3: Minutes of the February 22, 2022 Meeting

<table>
<thead>
<tr>
<th>Members Present</th>
<th>Ed Hidalgo</th>
<th>Althea Salas</th>
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<tbody>
<tr>
<td>Sammy Totah, Chair</td>
<td>Kevin Johnson</td>
<td>Carmen Summers</td>
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<td>Risa Baron</td>
<td>Carol Kim</td>
<td>Annie Taamilo</td>
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<td>Phil Blair</td>
<td>Jeff Noyes</td>
<td>Rick Vaccari</td>
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<td>Danene Brown</td>
<td>Kurling Robinson</td>
<td>Jeremy Vellón</td>
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<td>Matt Doyle</td>
<td>Mimi Rosado</td>
<td>Mike Zucchet</td>
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<td>Shandon Harbour</td>
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<tr>
<th>Members Absent</th>
<th>Bridgette Browning</th>
<th>Brisa Johnson</th>
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<tr>
<td>Andy Berg</td>
<td>Veronica Delarosa</td>
<td>Ricky Shabazz</td>
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<tr>
<td>Christina Bibler</td>
<td>Taylor Eubanks</td>
<td>Nancy Smith-Taylor</td>
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<td>David Blake</td>
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<tr>
<th>Staff Members Present</th>
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<td>Peter Callstrom, President &amp; CEO</td>
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<td>Shaina Gross, Vice President of Client Services</td>
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<td>Sarah Burns, Director of Learning</td>
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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 10:03 a.m. with a quorum.

### Non-Agenda Public Comment

None

### Action Items

#### Item 1 Virtual Meeting Resolution

Motion: WDB approves the resolution.

Moved (M. Doyle), Seconded (K. Robinson), Carried unanimously

#### Item 2 Minutes of the October 21, 2021 Meeting
Motion: WDB approves the meeting minutes.

Moved (K. Johnson Seconded (R. Vaccari), Carried unanimously

**Item 3 Career Center Services Waiver**

Zaskia Ruiz, Executive Vice President of KRA Corporation, and Janice Brown, Principal at Meyers Nave, commented on their experience working for and supporting KRA, the working relationship with SDWP, and discussed their perspectives on the RFP process and Working Group recommendation.

Shaina overviewed the Career Center Provider RFP process and Danene Brown summarized the working group results. The working group recommended the career services function be provided directly by SDWP. Danene empathized that much thought and consideration went into this decision and proposal. The workgroup members thoughtfully considered the redesign as the best way to deliver services to the community. This proposal requires a waiver from the State of California upon approval by the Board.

Motion: WDB approves the contract.

Moved (P. Blair), Seconded (R. Vaccari), Carried Unanimously

**Item 4 Career Center Operator**

Shaina presented the terms of the proposed $375k contract with DB Grant Associates, the winner of the RFP evaluation process. The scope of work in the contract includes the development of partner relationships, engagement, innovation, and the physical maintenance and upkeep of the career centers and operational systems. DB Grant Associates has over 17 years' experience providing workforce services nationally.

Motion: WDB approves the contract.

Moved (R. Vaccari), Seconded (M. Rosado), Carried Unanimously

**Information Item**

**Item 5 Membership Update**

Peter announced the recent retirements and resignations from the board of Tom Lemmon, Terry Kurtenbach, and Dennis Dubard. Peter and Sammy thanked them for their service and contributions on the board.
**Action Items**

**Items 6-9  Membership Nominations**

Peter overviewed the experience and qualifications of the nominees. Sammy noted that in meeting with the nominees they are all very energetic and passionate about the work of the Board. Connie Lundgren introduced herself and expressed her desire to carry on the tradition of General Dynamics NASSCO’s longstanding support of the Workforce Partnership.

Motion: WDB approves the membership nominations.

Moved (V. Dela Rosa), Seconded (N. Smith-Taylor), Carried Unanimously

**Information Items**

**Items 10-11  CEO & Fiscal Update**

Peter overviewed new grants with the JPMorgan Chase Foundation, Health Net, SDGE, and the Union Bank Foundation. He also provided a FY 21/22 fiscal update and outlook. The outlook is positive with continued diversification. Brett discussed the finalization of the FY 22/23 budgeting process.

**Action Item**

**Item 12  Adopt A School**

Sarah presented the ‘Adopt a School’ model proposal, which includes career readiness workshops with students, faculty, and staff, and a City College peer mentorship program. City College, SD Unified, SDWP, and local businesses will collaborate on the program.

Motion: WDB approves the program model.

Moved (M. Doyle), Seconded (K. Robinson), Carried Unanimously

**Adjournment**

Sammy Totah adjourned the meeting at 10:54 am.
Item 4: CEO & Staff Update

REPORT ITEM – NO VOTE REQUIRED:

An overview of Workforce Partnership activities.
Item 5: Income Share Agreement Update

INFORMATION ITEM – NO VOTE REQUIRED:

Parina Parikh, Vice President of Sector Initiatives, and Alistair Penny, Senior Manager of ICT, will provide an update on the Renewable Learning Fund.
Item 6: Performance Data Update

INFORMATION ITEM – NO VOTE REQUIRED:

Shannon Moran, Chief Information Officer, to provide an update.
Item 7: Career Center Transition Update

INFORMATION ITEM – NO VOTE REQUIRED:

Shaina Gross, VP of Client Services, will report on progress to date and upcoming milestones.
Item 8: Committee & Working Group Updates

INFORMATION ITEM – NO VOTE REQUIRED:

1. DEI Committee

Speakers: Ricky Shabazz & Peter Callstrom