Workforce Development Board (WDB) Agenda

Date: Thursday, February 16, 2023
Time: 8—9:30 a.m.
Place: 9246 Lightwave Ave, Suite 100, San Diego, CA 92123

Instructions for Public Meetings
- Members of the public – Please complete a “Request to Speak” form

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

Agenda Items

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Next Meeting: April 20th, 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: Minutes of the December 1, 2022 Meeting

Members Present

Rick Vaccari, Chair  Jamie Gardner  Ricky Shabazz
Risa Baron  Shandon Harbour  Nancy Smith-Taylor
Christina Bibler  Ed Hidalgo  Carmen Summers
Phil Blair  Matt Martin  Mark Sutton
Danene Brown  Jeff Noyes  Annie Taamilo
Efrem Bycer  Kurling Robinson  Rick Vaccari
Veronica Delarosa  Mimi Rosado  Jeremy Vellón
Matt Doyle  Althea Salas

Members Absent

Andy Berg  Kevin Johnson  Carol Kim
Bridgette Browning  Connie Lundgren  Mike Zucchet
Brisa Johnson  Aida Rosa

Staff Members Present

Shannon Moran, COO
Shaina Gross, VP of Client Services
Dennis Kingery, VP of Finance

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 Rick Vaccari, at 8:06 a.m. with a quorum.

Non-Agenda Public Comment

None

Action Items

Item 1  Virtual Meeting Resolution

Motion: WDB approves the resolution.

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

Item 2  Minutes of the October 20, 2022 Meeting

Motion: WDB approves the meeting minutes.
Moved (D. Brown) Seconded (A. Salas), Carried unanimously

Information Items

Item 3  Faces of Workforce – Our Career Centers

Arturo Vazquez, Sr. Manager of Career Centers, introduced the Career Center leadership team. The team outlined their roles and common goals for SDWP’s Career Center services. Each Career Center manager provided highlights of their location including staffing levels, innovations, and challenges.

Action Items

Item 4  Adult and Dislocated Worker WIOA Funding

Shaina presented on a fund transfer request for a revised WIOA allocation of 75% Adult funds and 25% Dislocated Worker funds. EDD allows for transfer requests throughout the year between the Adult and DW funds due to client needs and demand. The proposal to reallocate the funds to 75% Adult and 25% Dislocated Worker is intended to better accommodate the community need SDWP is experiencing.

Moved (M. Doyle) Seconded (J. Gardner), Carried unanimously

Item 5  FY21 Audit Report

Dennis overviewed SDWP’s FY21 Audit Report. SDWP received clean opinion on its Financial Statements. Dennis addressed the findings outlined in the report and the procedures and internal controls initiated to resolve the issues.

Moved (P. Blair) Seconded (J. Noyes), Carried unanimously

Adjournment

Rick Vaccari adjourned the meeting at 9:27 am.
Item 2: Organizational Update

INFORMATION ITEM – NO VOTE REQUIRED:

An update on SDWP activities:

- $5M to serve Foster Youth from County of San Diego.
- $1.7M from DOL to expand P2E services.
- Started a Youth Advisory Board of youth participants to give us feedback and input to our programs.
- 16 job fairs/hiring events + 12 WARN notices impacting 1,519 employees
- 2 new Workplace equity partnerships seeking to empower employers with job quality & employee retention tools: Kim Center for Social Balance and Talent Rewire
- Goodwill partnership to host in-person resume workshops at Escondido Community Employment Center to expand our presence in North County and promote our services to individuals who might not otherwise have made it to our career centers. We've already reached 17 people in two workshops.
- SDWP (Healthcare team) has registered the first substance use disorder counselor apprenticeship in the region (and one of the few in the state) with the Department of Labor. Soon we will be registering with the State Department of Apprenticeship Standards
- SDWP (Healthcare team) has registered for the first substance use disorder counselor apprenticeship in the region (and one of the few in the state) with the Department of Labor. Soon we will be registering with the State Department of Apprenticeship Standards
- We are expanding the Apprenticeship Readiness Program and MC3 curriculum to Southwestern College and serving the South Bay with this pre-apprenticeship construction program. This will be a public/private partnership between construction developers, SDWP and the State
- We kicked off our 12th cohort of Construction Career Jumpstart with 26 participants. In total we have trained 213 participants since the program’s inception.
- Hosted the 39th Annual Economic Roundtable with the County and USD with over 250 attendees, which garnered coverage in the San Diego Union-Tribune
- Strategic plan and taking a fresh look at how we are operating as a WDB given our situation
Item 3:  Faces of Workforce – Org Report

INFORMATION ITEM – NO VOTE REQUIRED:

Our soon-to-be released organization report illustrates the great work the Workforce Partnership accomplished in FY22. It also highlights a participant’s compelling story as well as how a local business leveraged OJT funds to hire formerly incarcerated women.
Item 4: Local & Regional Plan Approval

ACTION ITEM – VOTE REQUIRED:

Recommendation
The WDB approve the updates of the Regional and Local plans as required by the State.

Background
The Local and Regional Plans were approved April 2021 for Programs Years 2021-2024. The two-year modification of them is required by the Workforce Innovation and Opportunity Act (WIOA) and is due by March 30, 2023. This requirement applies to Regional Planning Units (RPU) and Local Workforce Development Boards. The Southern Border Regional Planning Unit includes San Diego Workforce Partnership and Imperial County Workforce Development Board.

The Regional Plan acts as a strategy document and the Local Plan operationalizes those strategies. The plans are designed to support the State Plan are required to follow the outline provided by the State.

The process to produce these updates includes the following applicable aspects of the Brown Act and outreach to the community for input. The process included:
- Two “listening sessions”. Invitations were sent to over 14,000 employers, community members, participants, CBOs, and partners. 175 RSVP’d and over 40 attended.
- Updated research following the State’s outline. This included information regarding both San Diego and Imperial County demographics, employment, unemployment, and sector information.
- A 30-day comment period that ended Wednesday, February 8, 2023. The comment period yielded one set of comments that were generally positive and nothing that disagreed with the plans’ contents. Any comments disagreeing with the content must be provided to the State. We did not receive any.
  o Imperial County local plan will be posted at a later date since they their Board meets in March. Both local and the Regional Plan will be submitted to the state as a package by March 30, 2023.

Regional Plan Content
In addition to the analysis completed by the Research Team noted above, the Regional Plan addresses:
- How the Region communicates industry workforce needs to training partners and shared sector pathways and priority sectors to regional employers
- Policies that are in place to support equity and improve job quality
- How San Diego and Imperial share target populations such as veterans, youth, immigrants and refugees, and justice involved
- Identifying High Road Workforce elements such as an agreed-upon definition of job quality
- How the Region can align the workforce system and consider equity and economic justice within the context of each very disparate County
Local Plan Content

- The Workforce Partnership’s approach to diversity, equity and inclusion and how it frames engaging with partners
- The use of shared services, referral processes, co-enrollment, and shared technology to best serve San Diegans
- How partners facilitate access to career center services remotely and how supportive services are coordinated to support participants in workforce activities, education and training programs
- Details on how we work with San Diego County HHSA for serving CalFresh E&T clients, child support and non-custodial parent serving agencies and CBOs
- The Workforce Partnership’s work in Rapid Response and Layoff Aversion

To view the full plans, please see the following:

- Regional Plan (link)
- Local Plan (link)
Item 5: Subrecipient Performance

INFORMATION ITEM – NO VOTE REQUIRED

Shaina Gross, VP of Client Services, and Parina Parikh, VP of Sector Initiatives to provide an update on subrecipient performance.
Item 6: Career Center Moves

INFORMATION ITEM – NO VOTE REQUIRED:

A working group of the WDB met on January 30, 2023 to discuss the proposed move in South County. The existing space is larger than what we need, run-down and not easily accessible for participants. A new location has been identified which will result in a cost savings of approximately $240,000 annually. The new location is located in a building that will make for much easier access for our clients, as it includes several other providers with whom our clients interact. The location has significant foot traffic, and shares space with San Ysidro Health, PCG and their CalWorks services, the VA, and other community partners.

The current lease ends June 30, 2023. The new location will require a build out and we have confirmed with our current landlord that we can extend our lease on a month-to-month basis. We anticipate being able to move in September 2023. We have been working closely with our current co-located partners and they are excited to move with us.

The Board working group was fully supportive of the move.

In addition, we are reviewing our location options for North Coastal, as our current location with the Live Well Center in Oceanside is not providing the customer access and customer experience that we’d like.
Item 7: Financial Update

INFORMATION ITEM – NO VOTE REQUIRED:

As of December 31, 2022, San Diego Workforce Partnership has incurred $15.2 million in expenses compared to $10.6 million at this point in fiscal year 2022. Total expenses for this fiscal year are forecasted to exceed $30 million, which is an 11% increase over the prior year. SDWP enjoys diverse funding sources and currently has approximately 50 active funds supporting its programs. Staff are closely monitoring expenditures to ensure program dollars are used within the allowed time period and administrative costs remain in line with funder expectations.

Current priorities of the Finance team include completing the financial statement audit for fiscal year 2022, planning the fiscal year 2024 budget and general process improvements. The Finance team is working with our audit firm to complete the annual financial statement audit for fiscal year 2022. Final reports will be available in March and presented to the Audit Committee. Budget development planning for next fiscal year is also already underway with a plan to present a proposed budget to the board in June. Lastly, the Finance team continues to implement process improvements to strengthen its operations and provide timely and robust financial information.