



Workforce Development Board (WDB) Agenda

Date: Thursday, May 18, 2023
Time: 8:00 a.m. — 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: June 15, 8:00 a.m. – 9:30 a.m.

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 complete a public comment form. The Workforce Partnership will provide accommodations to persons who require assistance. Questions: (619) 228-2900.

Item 1: Minutes of the April 20, 2023 Meeting

Members Present

Rick Vaccari, Chair	Jeff Noyes	Mimi Rosado
Phil Blair	Kurling Robinson	Althea Salas
Efrem Bycer	Aida Rosa	Ricky Shabazz
Veronica Delarosa	Ed Hidalgo	Annie Taamilo
Jamie Gardner	Kevin Johnson	Jeremy Vellón
Shandon Harbour	Carol Kim	

Members Absent

Risa Baron	Matt Doyle	Kevin Johnson
Christina Bibler	Brisa Johnson	Nancy Smith-Taylor
Bridgette Browning	Matt Martin	Carmen Summers
Danene Brown		

Staff Members Present

Khaleda Atta, Chief Programs Officer (CPO)
Shaina Gross, VP of Client Services
Parina Parikh, VP of Sector Initiatives
Dennis Kingery, VP of Finance
Claudia Huerta, VP of Business Engagement
Desiree Daugherty, VP of Customer Experience

All reports, memoranda and letters contained in the agenda or distributed during open session shall by this reference become part of the original minutes.

Item 1 CLOSED SESSION

Call to Order

Open session was called to order by Rick Vaccari, at 8:52 a.m. with a quorum.

Non-Agenda Public Comment

Natallie Rocha inquired about the CEO search.

Action Items

Item 2 Minutes of the December 1, 2022 Meeting

Motion: WDB approves the resolution.

Moved (P. Blair), Seconded (M. Rosado), Carried unanimously

Item 3 Minutes of the February 16, 2023 Meeting

Motion: WDB approves the resolution.

Moved (V. Delarosa), Seconded (J. Gardner), Carried unanimously

Information Item

Item 4 Organizational Update

Khaleda Atta, Workforce Partnership's new Chief Programs Officer, introduced herself and discussed her background and experience. Althea Salas updated the board on the interim CEO recruiting process.

Action Items

Item 5 WDB Vice Chair Selection

Rick announced that Althea Salas will be stepping down as Vice Chair. Jamie Gardner has been brought forward as a nominee.

Motion: WDB approves the nomination of Jamie Gardner as Vice Chair of the WDB.

Moved (A. Salas), Seconded (P. Blair), J. Garner abstained

Item 6 JPC Member Selection

Rick discussed the functions of the Joint Personnel Committee (JPC) and representation of the WDB in the permeant CEO search. The Chair and Vice Chair are members of the Committee per WDB bylaws. Carol Kim has been brought forward as a nominee for the third WDB representative on the Committee, and Efrem Bycer as the alternate.

Motion: WDB approves the JPC members and alternate.

Moved (J. Vellón), Seconded (J. Gardner), C. Kim abstained

Item 7 FY22 Audit Report

Dennis presented the FY22 Audit Report results and findings. The Workforce Partnership received clean opinion of the organization's financial statements and addressed findings and material weaknesses with updated procedures and internal controls.

Motion: WDB approves the FY22 Audit Report.

Moved (P. Blair), Seconded (K. Robinson), Carried unanimously

Item 8 Bank Authorization & Check Signatory

Dennis discussed the proposal to authorize the VP of Finance and Controller positions to serve as Workforce Partnership's contracting officers, authorized signers, and be responsible for fund transfer authorization for Workforce Partnership's bank accounts. K. Johnson and R. Vaccari expressed concerns over a lack of dual on the Workforce Partnership's checks.

Motion: WDB approves the bank authorization and check signatory, provided Workforce Partnership staff bring a policy to the board at the next meeting for an updated dual-signatory process.

Moved (K. Robinson), Seconded (C. Kim), Carried unanimously

Information Items

Item 9 Financial Update

Deferred due to lack of time.

Item 10 Program Update

Shaina and Parina highlighted \$24M+ in new grants awarded to the Workforce Partnership for healthcare, public administration, and ECT sectors, Workforce Partnership's Prison2Employment program, foster youth programs, and older adult workforce focused programs. K. Johnson expressed his interest in collaborating on the recruitment for the programs funded by the ERiCA grant. J. Gardner emphasized the importance of recruiting veterans for the ICT programs. M. Rosado and A. Taamilo expressed their interest and desire to collaborate on such efforts.

Adjournment

Rick Vaccari adjourned the meeting at 9:43 am.

Item 2: Organizational Update

INFORMATION ITEM – NO VOTE REQUIRED:

Rick Vaccari, WDB Board Chair will give organizational updates on the following:

- Interim CEO
- VP of Finance
- Interim org structure
- Policy Board
 - WDB Collaboration
 - PB Meeting on 5/26

Item 3: Internal Controls & Bank Signatories

ACTION ITEM – VOTE REQUIRED:

Background:

Due to staff changes, the San Diego Workforce Partnership needs to update the named individuals authorized to conduct its banking business with US Bank. This authorization includes the ability to enter into deposit account, funds transfer, or treasury management service agreements with the bank, and to authorize individuals to withdraw funds, initiate payment orders, execute service agreements, and otherwise give instructions on behalf of a company with respect to its deposit accounts and treasury management services.

To summarize the internal controls that have been presented today, the Partnership has:

- Policies & procedures
- Layers of review and approval (Signature Authority Matrix)
- Segregation of duties
- Monthly account reconciliation
- Monthly review of budget vs actuals

Recommendation:

Given our extensive set of internal controls to safeguard assets along with the bank's requirement to have two company representatives acting on behalf of the organization to ensure business continuity, we recommend:

That the WDB authorize Khaleda Atta (Chief Programs Officer) and Carlynn Yu (Controller) to serve as SDWP's Authorized Signers and fiduciary agents for all three SDWP US Bancorp accounts.

Item 4: Programs Contract Renewals: WIOA Youth Contract Renewal Recommendations

ACTION ITEM – VOTE REQUIRED

Recommendation

That the WDB and PB authorize Workforce Partnership staff to renew all current WIOA Youth contracts.

The specific contracts are as follows:

Contractor	Amount	# Served	Cost Per Person
ACCESS – Career Centers	\$1.5M	300	\$5,000
ACCESS – Foster Youth	\$600k	86	\$7,000
ACCESS – San Pasqual Academy	\$400k	57	\$7,000
SBCS – Justice-Involved Youth	\$600k	86	\$7,000
SD Continuing Education – ELL/Immigrant/Refugee	\$600k	86	\$7,000
SDYS – Unhoused Youth	\$600k	86	\$7,000
YMCA – Black Opportunity Youth	\$600k	86	\$7,000
Contract Outcomes (set by EDD on 9/15/22)			
<ul style="list-style-type: none">• 67.7% enrolled in education or training, or employed (placed) at six and 12 months• \$4,800 quarterly median earnings• 67% of in-school youth and 61% of out-of-school youth attain a credential• 50% will show a gain in skills through training or education			

Contract Term: July 1, 2023 – June 30, 2024

New contract or renewal: Renewal

Option Years: Access (SPA): This is an ongoing, sole sourced contract that is reviewed annually for renewal.

All others are in the third option year of a four-year contract that is renewed annually based on performance and available funding.

Contract Payment Terms: Cost Reimbursement

Contractor Selection: Access (SPA): A Memorandum of Understanding (MOU) was developed formalizing the partnerships among the County of San Diego Child Welfare Services, the San Diego County Office of Education, Access, Inc. and the Workforce Partnership in 2001. Based on the unique structure of SPA, this arrangement has been approved as a Sole Source by the State of CA.

All other contracts were competitively procured and approved by the Board in 2021.

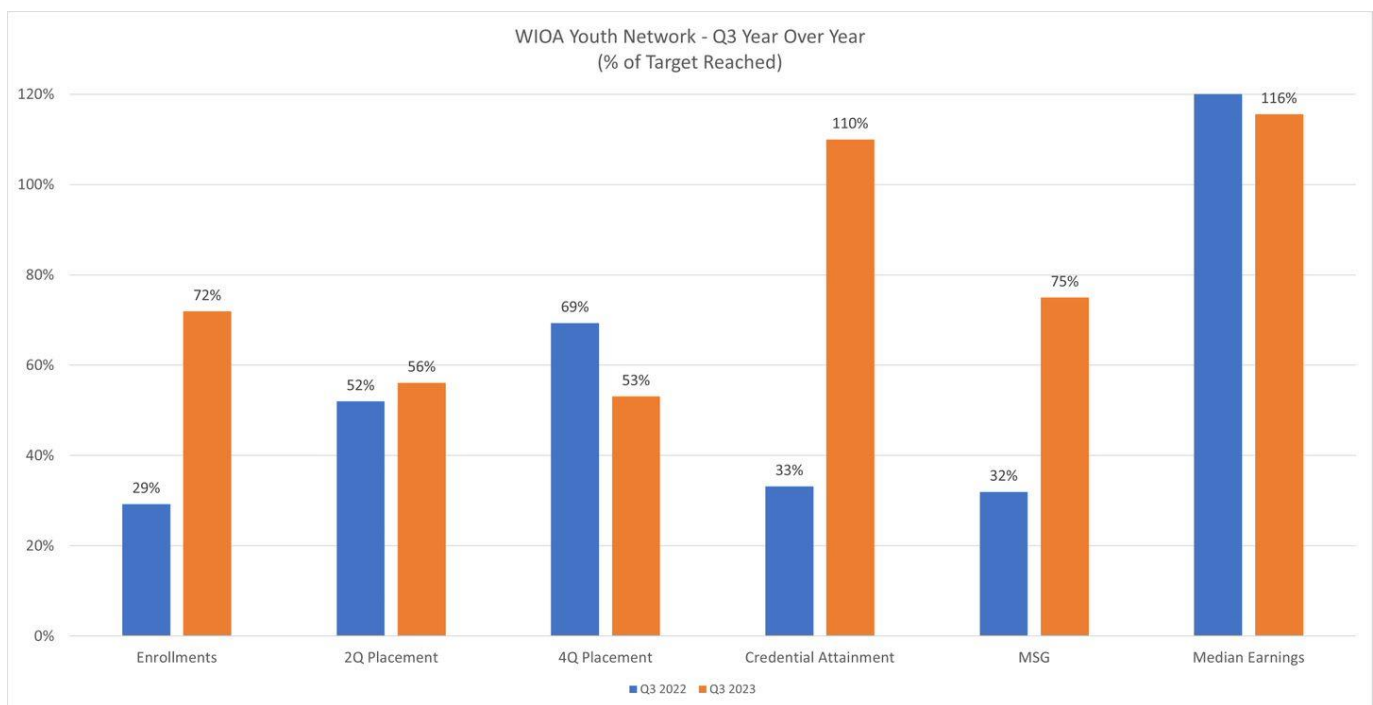
Scope of Work: WIOA Youth Workforce Development services, including, but not limited to program enrollment, assessment, work-readiness training, job/internship placement, enrollment in education and training, career coaching and exploration, supportive services, mentorship, and financial literacy.

Background

Each of these providers was selected during a competitive Request for Proposal (RFP) process that was conducted in the fall/winter of 2020, for services beginning July 1, 2021. One provider was selected to provide countywide career center services, accessible through all of our current Career Centers, as well as additional satellite locations.

Additional providers were selected to provide population-specific programming to populations that had been identified through research and community input, to have additional barriers to employment, education, and training. Each of these providers has a specific population they serve.

WIOA Youth System Past Performance



Management Analysis:

The first two years of the contracts were significantly impacted by Covid. Enrollments were down for youth programming across the nation, as many of the entry level jobs youth would typically fill were closed and/or as businesses opened back up, the need to hire was so emergent that youth could find employment directly and didn't need WIOA services. In addition, customary educational access points shifted. Many trainings were on pause, and in-person classes were cancelled. Finally, many of our providers

struggled with staff turnover in a post-pandemic environment, causing disruption in relationships and continuity.

Because of the way WIOA performance metrics are structured, individuals who enrolled in 2021 are still showing up in performance metrics now. This is because youth often receive up to 12 months of programming and then an additional 12 months of follow-up services. Several of the performance metrics can't be calculated until the youth is in follow-up services. So, the effects of Covid are still present in the Year 1 and Year 2 metrics of these contracts.

In FY 22-23, we are seeing significant improvements from the first year of the contract.

- Enrollments – significant increase from 29% of goal to 72% of goal
- 2nd and 4th quarter placements – delayed metric; anticipate continued improvement, but project final metrics will still be slightly below goal
- Credential Attainment – significant increase from 33% to 110%; now exceeding goal
- Measurable Skills Gain – improved from 32% to 75% of goal; anticipate continued improvement as this metric is cumulative and shows in 4th quarter
- Median Earnings – continue to outperform metric

To address the performance challenges, Workforce Partnership staff have:

- Provided extensive training and support to all partners
- Increased the cost per person and decreased the expected number served, giving our partners additional resources to serve the enrolled youth
- Reduced the required staffing positions so that partners have more flexibility in their budgets to include additional line items to support their success
- Placed partners on formal “corrective action” and informal “watch” for contract underperformance. This process includes identifying metrics of underperformance, as well as collaboratively creating a plan for improvement. In most instances, we have seen improvement in the deficient metrics.

In Year 3, we expect that we will have moved beyond the impacts of Covid. We have seen steady improvements in performance, particularly over the last year. Each year, the metrics start fresh and accumulate over the four quarters. Workforce Partnership staff believe we will continue to see increased outcomes, carrying our overall network metrics above the required State levels.

With the recommendation to renew all contracts at their full amount, comes the expectation that providers meet or exceed the performance metrics established by the State beginning with the new contract year. If a subrecipient is found to not meet performance metrics, the Workforce Partnership maintains the right to reduce or revoke their contract.

Item 5: Update on City of San Diego Funding

INFORMATION ITEM – NO VOTE REQUIRED:

Parina Parikh, VP of Sector Initiatives, to discuss impact of City of San Diego funding over the years and discuss the ramifications of the City not renewing funding in FY24.