

San Diego Workforce Partnership  
Consortium Policy Board  
Minutes of the September 14, 2023 Meeting

**Members Present**

Monica Montgomery Steppe, Council President Pro Tem, City of San Diego, District 4 (Chair)  
Terra Lawson-Remer, San Diego County Supervisor, District 3 (Vice Chair)  
Stephen Whitburn, Council Member, City of San Diego, District 3  
Nancy Sasaki, CEO, United Way of San Diego County

**Legal Counsel Present**

David Powell, Deputy City Attorney, City of San Diego  
Randall Sjoblom, Senior Deputy County Counsel, County of San Diego

**Staff Present**

Tony Young, Interim President, and CEO  
Khaleda Atta, COO  
Parina Parikh, VP of Sector Initiatives

**Location**

San Diego County Administration Center  
1600 Pacific Highway, Room 310 San Diego, California 92010

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

The meeting was called to order by Council President Pro Tem Montgomery Steppe at 2:00pm, with a quorum present.

**Non-Agenda Public Comment**

*Item 1*                      **Non-Agenda Public Communication**  
None

**Action Items**

*Item 2*                      **Minutes of the June 22, 2023 Meeting**

Motion: Board approves the meeting minutes.  
*Moved (T. Lawson-Remer), Seconded (S. Whitburn) Carried unanimously*

*Item 3*

**HQ Lease Renewal**

K. Atta, COO, and Damon Melda, Executive VP of JLL, presented the proposal of Workforce Partnership HQ location at (9246 Lightwave Avenue, San Diego, CA 92123) Lease Renewal. The Workforce Partnership signed a lease agreement with CRP-3 Spectrum, LLC for the HQ location in July of 2018. This is the first amendment to the existing lease.

The term of the amendment is for 40 months to March 31, 2027, with 4 months free and tenant improvement allowance of \$388,760 (up to 50% on furniture). The base rental rate will be \$2.90 per square foot with an estimated 3% base rent increase annually. There is a cost savings of \$0.25 per square foot from the previous agreement (Which is \$20.00 per square foot of rentable area of the Premises).

K. Atta mentioned that the landlord provided Workforce Partnership with a tenant improvement allowance of \$388,760 (which is \$20.00 per square foot of rentable area of the Premises). The landlord also agreed to allow the Workforce Partnership the ability to convert free rent to TIA.

N. Sasaki asked about the sufficiency of the HQ location space giving the current circumstances of SDWP expansion and hybrid environment. She also, requested more clarification about the new rent rate.

K. Atta & T. Young shared research statistics and mentioned that renewing this leasing agreement will provide more stability and will serve the organization best interest for this time.

Motion: Board approves HQ Lease Renewal and authorizes Interim President & CEO to sign the first amendment to the existing lease.

*Moved (M. Montgomery Steppe), Seconded (N. Sasaki), Carried unanimously*

*Item 4*

**Sector Initiatives – High Road Construction Careers (HRCC) Resilient Workforce Subcontracts**

P. Parikh, VP of Sector Initiatives, presented Sector Initiatives proposal to issue new three contracts funded by High Road Construction Careers: Resilient Workforce Funding (HRCC: RWF). Two contracts with training providers; San Diego Continuing Education Foundation for \$371,260.80 and Southwestern College/Foundation for \$371,260.80 to enroll up to 48 students for each provider. Third contract is with San Diego Building & Construction Trades Council (SDBTC) for \$546,156.00 to hire, train,

and certify all MC3 instructors and program leads. SDBTC will also, be responsible for job placement (apprenticeship, employment, and post-secondary education) to trained participants.

P. Parikh mentioned that the Workforce Partnership was awarded its first HRCC grant in 2020 under SB1 funding from CWDB, which established the Apprenticeship Readiness Collaborative (ARC, the partnership framework) and the Apprenticeship Readiness Program (ARP, the MC3 program) under the High Roads initiative.

The Workforce Partnership served as fiscal agent and worked in close collaboration with the San Diego Building Trades Council (who was unfunded during the last term) to create ARC and launch the program with one training provider: San Diego Continuing Education Foundation. Training provider subcontracts now focus on the delivery of the educational components, delivering supportive services and stipends, and supporting data entry and outreach (versus holding sole responsibility before).

In alignment with CWDB's High Roads initiative, these three entities have been approved as a Sole Source by the California Workforce Development Board (CWDB).

San Diego Continuing Education Foundation and Southwestern College and its Foundation will serve as two of the four California Workforce Development Board and San Diego Building & Construction Trades Council approved training providers to deliver the ARP. They will receive enrolled individuals from SDWP and enroll them in CCC (CA Community College) Apply (to connect to college resources), host the ARP and deliver training, including college & career readiness, support outreach efforts to their unique communities, and promote retention through the duration of the program by delivering supportive services and stipends to participants.

Training providers are responsible for tracking key data with support from SDWP. San Diego Building & Construction Trades Council hires and certifies the region's MC3 Program Lead and Instructors to ensure they meet the requirements established by North America's Building Trades Union (NABTU), Trades Futures, and Apprenticeship Readiness Collaborative (ARC). Staff under SDBTC will be responsible for curriculum & program development, instruction, assessment, mentoring, and post-program placements in union apprenticeship programs and/or with signatory contractors.

Shakerra Carter, VP of Student Services at San Diego College of Continuing Education, for public comment, shared the collaboration efforts between SDWP and SD College of Continuing Education as a subrecipient of the contract of HRCC Grant which serves better outcomes for participants.

M. Montgomery Steppe thanked SDWP team and requested to provide quarterly updates regarding the integration, process, and outcomes of this program.

T. Lawson-Remer also, thanked SDWP leadership team on the current updates and collaboration efforts between SDWP and program's subrecipients to overcome challenges and concerns.

N. Sasaki requested more clarification on the program whether it is a continuation grant? N. Sasaki also, thanked SDWP on the progress made for this program.

P. Parikh shared that this is a continuing work but as a separated grant that has its own metrics and own goals.

Motion: Board approves the Sector Initiatives Procurements  
*Moved (N. Sasaki), Seconded (T. Lawson-Remer),  
Carried unanimously*

## *Item 5*

### **CEO Report**

T. Young shared his first report to the Policy Board members. He thanked the Workforce Partnership's staff on their efforts and hard work. He provided an overview on his meetings with all Workforce Partnership's VPs, Career Centers staff and the majority of WDB members as well as PB members.

T. Young also, mentioned the promotion of Khaleda Atta to Chief Operations Officer and Carlynne Yu to VP of Finance and the returning of VP of P&C as well as promoting a well-functioning P&C Department by hiring new P&C manager and ADP Platform consolidation. He also, shared the upcoming interviews to fill the vacant position of the VP of Client Services.

As T. Young shared his efforts in conducting assessments and reviewing internal departmental structures (Alignment and consolidation of Compliance and Operation Departments), he is supporting Executive Team to have clearly defined goals for FY24 and beyond and will evaluate the progress regularly.

T. Young mentioned that the organization will provide updates on FY23 Budget closure on PB October meeting, Launch a new, more robust Annual Report, and a Strategic Plan process with support of Irvine Foundation.

N. Sasaki asked about the beginning of the new fiscal year and whether there were clearly defined goals in prior years. She also, asked whether non-profit entities are required to produce annual reports.

T. Young clarified that his role is to reassess previous goals and that last full version of annual report was produced in 2018.

S. Whitburn and M. Montgomery Steppe thanked T. Young on his efforts.

*Item 6*

**CA Economic Resiliency Fund (CERF) – Regional Plan for Southern Border Region**

E. Wier, VP, Chief Policy & Strategy Officer at San Diego Regional Policy & Innovation Center as part of the coalition and co-convenor, overviewed PB members the latest on the regional plan for Southern Border area.

The California Economic Resiliency Fund (CERF) Program is a \$600 million state investment to support inclusive regional planning and the development of high-priority economic development projects that benefit disadvantaged communities, create highroad jobs, and transition the region to a net-zero emission economy.

E. Wier shared the process of joining the Regional Plan and explained the phases related to it. PB members discussed the plan and thanked E. Wier for her presentation. SDWP represented by T. Young will join and be part of this effort.

N. Sasaki requested more clarification on High Road Jobs, its definition and, its relationship with resiliency.

P. Parikh and E. Wier provided more clarification on the High Road term, explained its elements and goals. P. Parikh shared that SDWP received grant related to it provided by the State and that SDWP will share it with PB in future meetings.

**Adjournment:** The meeting was adjourned at 2:38 pm for closed session.

**Next Meeting:** October 19, 2023 at 2:00pm