

WDB Executive Committee  
Meeting Minutes: October 02, 2023

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**Members Present** (In-person)

Rick Vaccari (Chair), Jamie Gardner, Kurling Robinson, Ricky Shabazz,

**Staff Present**

Tony Young, Interim President & CEO

**Location:** 9246 Lightwave Ave #210, San Diego, CA 92123

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 Rick Vaccari at 12:03 pm with quorum.

**Non-Agenda Public Comment:** None

**Action Item**

*Item 1: Minutes of July 11, 2023 Executive Committee Meeting*

Motion: Executive Committee approves Minutes of July 11, 2023 Executive Committee Meeting

Moved (K. Robinson), Seconded (J. Gardner), Carried unanimously

**Information Items**

*Item 2: Review WDB Member Vacancies & Nominations*

R. Vaccari overviewed WDB status and WDB new nominations of Dr. Tina King (President at San Diego College of Continuing Education representing Education sector), Dora Mendivil (Program and Fiscal Administration at La Cooperativa Campesina de California representing Labor sector), and Gina Lee (Program Manager at San Diego and Imperial Counties Labor Council). R. Vaccari and T. Young shared the experience and qualifications of the new WDB candidates.

Executive Committee Members discussed the WDB membership term, recommended adding limitations on the WDB membership to either two or three two-year terms that can be extended to one more term under specific conditions.

T. young shared his efforts along with SDWP General Counsel on updating SDWP Bylaws and all applicable policies to provide more clarity and consistency.

*Item 3:*

*Review Status of WDB Committees*

Executive Committee discussed the current composition of each committee and their roles. R. Vaccari provided an update on the Audit Committee and its upcoming meeting in November. He mentioned that the Audit Committee consists of the WDB chair, K. Robinson, Auditor and Controller of the County of San Diego, and CFO of the City of San Diego. R. Vaccari additionally, overviewed the Executive Committee on the Auditing procurement process and Auditing timelines for FY23.

R. Shabazz shared his updates on the DEI Committee. DEI Committee will have Sarah Burns (San Diego Workforce Partnership) and Sasha Knox (San Diego City College) to present and provide an update on the Adopt a School program proposal at the next meeting on October 19, 2023.

J. Gardner shared his efforts in leading the Veteran Working Group and its meetings outcomes.

As part of creating more engaging and collaborating environment between WDB and SDWP, T. Young encouraged board members to visit SDWP and participate in the SDWP All-Staff meetings.

*Item 4:*

*CEO Report*

T. Young presented the CEO report regarding staff updates, operational challenges, and corporate governance.

T. young shared the recent resignation of the VP of P&C and highlighted his efforts on stabilizing the P&C department by working closely with the P&C manager and by consolidating different P&C systems into one platform (ADP), which is aimed to be finalized by November.

T. Young also mentioned that the VP of Client Services position has been filed by Miguel Vasquez. T. Young shared M. Vazquez's experience and expertise in both the non-profit and private sectors.

T. Young overviewed the Intake & Eligibility process challenges which emphasized the large backlog. Additionally, he discussed the connection between these challenges and Client Services and Sector Initiatives departments' functions. To streamline the process and identify solutions, a 2-day retreat will be held on

October 13 & 16 hosted by the CEO, COO, and VP of Client Services, comprised of representatives from across all departments to identify efficient solutions to overcome these challenges. An update on the efforts and outcomes will be provided to the WDB members at the next meeting.

T. Young shared his efforts on reviewing SDWP bylaws and all governing policies with SDWP general counsel A. de Castro to bring consistency and clarity to all corporate governance documents. Additionally, T. Young mentioned that EDD Regional Advisor will provide presentation on WIOA to the WDB in the next meeting.

Executive Committee inquired about Executive Committee governing regulations, HQ remodeling process, and Career Centers locations leases updates. T. Young overviewed the remodeling process and the leases negotiation efforts for SDWP Career Centers.

**Adjournment:**

Meeting adjourned at 1:13 pm.