

## Policy Board Agenda

Date: Thursday, October 19, 2023  
Time: 2:00 pm  
Place: City of San Diego  
City Administration Building  
202 C St, San Diego, California 92101  
City Council Committee Room - Floor 12

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### **AGENDA ITEMS – OPEN SESSION:**

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### **AGENDA ITEMS – CLOSED SESSION:**

Item 9: CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to paragraph 2 of subdivision  
(d) of Government Code Section 54956.9: (one or More Potential Cases)

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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 SDWP will provide accommodations to persons who require assistance. Questions: (619) 228-2900.

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## Item 1: Non-Agenda Public Communication

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Opportunity for members of the public to speak to the Policy Board on any subject matter within the Policy Board's jurisdiction but not an item on today's agenda.

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## Item 2: Minutes of the September 14, 2023 Meeting

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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**

C. 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).

A. 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.

A. 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

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## Item 3: CEO Report

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### **INFORMATION ITEM - NO ACTION REQUIRED:**

Interim President & CEO T. Young to present updates on staffing, operational issues, and key considerations for improving corporate governance.



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## Item 4: WDB Members Status & New Nominations

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### **ACTION ITEM – VOTE REQUIRED:**

With four recent resignations, WDB now consists of 22 members, with 11 members (50%) representing the private sector and four members (18%) representing Labor. WIOA Act requires (51%) Private Sector and (20%) Labor Sector representatives.

Recent member resignations include:

- **Shandon Harbour** (President & CEO of Associated Builders and Contractors) representing Labor on 8/2/2023
- **Althea Salas** (Vice President of Human Resources at San Diego Tourism Authority) representing Private Sector on 8/3/2023
- **Carmen Summers** (General Manager at Americas Azure Core Specialized Sales, Microsoft Corporation) representing Private Sector on 9/8/2023
- **Mimi Rosado** (Deputy Corporate Programs at Naval Information Warfare Center Pacific) representing Private Sector on 9/13/2023

As such, the following new Board Members are being proposed for review and vote on by the WDB & PB as new member nominations including:

Nominees	WIOA Sector
<b>Dr. Tina King</b> President SD College of Continuing Education	Education
<b>Dora Mendivil Angulo</b> Program and Fiscal Administrator La Cooperativa Campesina de California	Labor
<b>Gina Lee</b> Program Manager San Diego and Imperial Counties Labor Council Replacing our WDB current member <b>Bridgette Browning</b>	Labor

Bios of each nominee is included below.

**Nominee: Dr. Tina Maria King, Ed.D.**

Employer: San Diego College of Continuing Education

Title: President

WIOA Category: Education

Dr. King is a transformative educational leader whose vision is guided by the core values of inclusive excellence, equity-mindedness, and institutional responsibility for student success. Dr. King has served in every sector of public education in California. She began her career as a middle school teacher in the Compton Unified School District. Dr. King is a tireless advocate for students and educators, she is extremely passionate about issues that affect student equity, student success, and policy in public education.

Following a high impact career in public K-12 education, Dr. King transitioned to postsecondary education and served as the Student Affairs Officer at California State University, Fullerton. She then transitioned to the community college system becoming the first Director of Institutional Research and Planning at North Orange Continuing Education (NOCE) in the North Orange County Community College District. While at NOCE, Dr. King was promoted to the Dean of Instruction and Student Services serving as the Chief Student Services Officer, Title IX and Student Conduct Officer. During her tenure at NOCE, she successfully developed a comprehensive strategic enrollment management system, led the Guided Pathways Initiative, and worked in partnership to design the data element metrics for the Launch Board Adult Education Project, a tool intended to track community college outcomes for students who began in a K-12 pathway, and she co-led the redevelopment of the College's Student Learning Outcomes (SLO).

Currently, Dr. King serves as the President of San Diego College of Continuing Education where she oversees and advocates for 40,000 students. Dr. King is focused on expanding access to adult learners to the workforce and economic mobility for adults to reach livable and sustainable wages. Prior to her role as President, she served as Assistant Superintendent and Vice President for Student Affairs (ASVPSA) at Southwestern College. She oversaw a division of more than 300 educators serving a diverse population of nearly 30,000 students. Among her outstanding accomplishments as ASVPSA are obtaining a \$3 million grant to advance equitable student programs, developing the first LGBTQIA+ Learning Community, and establishing a Personal Wellness Center to meet students' mental health and wellness needs. Dr. King also spearheaded the College's Basic Needs Hub and led the development of a \$90 million Student Union Complex. Dr. King's accomplishments are the result of collaborative leadership with colleagues and mutually beneficial partnerships with the local community.

Dr. King also serves as a professor at San Diego State University, teaching equity-minded approaches to student success to graduate students in postsecondary educational leadership.

Dr. King received a Bachelor of Arts in Liberal Studies with a minor in Pan African Studies and a Multiple Subject Teaching Credential from California State University Northridge. She holds a Master of Arts in Education and a Single Subject Teaching Credential from the University of Southern California, and a Doctorate in Community College Leadership from California State University, Fullerton. Dr. King's research focuses on Faculty and Staff Validation and Academic Achievement among Black Males at Community Colleges. Dr. King has received many awards and recognitions throughout her career as a community college educational leader, including the prestigious ASPEN Rising President Fellowship in 2021.

*Why are you interested in serving on the Workforce Partnership board?*

Currently, I serve as the President at San Diego College of Continuing Education ("SDCCE"). SDCCE is focused on expanding access to adult learners to workforce and economic mobility to foster livable and sustainable wages. We currently have several partnerships that fund programs and services through the San Diego Workforce Partnership. Through these efforts the college's CTE course offerings attract students from outside San Diego County, whose expenditures benefit county vendors. SDCCE's CTE added \$244.9 million in income to the San Diego County economy during 2020. My hope is to serve on the board to continue to identify economic opportunity to advance the people of San Diego County.

*Please describe any other community involvement activities:*

I am currently a board member for the YMCA. Additionally, as the president I serve the 38K student body and the communities that our seven campuses are located in.

**Nominee: Dora Mendivil**

Employer: La Cooperativa Campesina

Title: Program & Fiscal Administrator

WIOA Category: Labor

Born in Mexicali, Baja California, Mrs. Mendivil studied elementary school in Calexico, CA. Ms. Mendivil comes from a farmworker's background; her grandmother was a Farmworker who marched alongside Cesar Chavez. She moved to Tijuana and obtained her BA in Administration, majoring in Tourism, from the University of Baja California. Ms. Mendivil also holds a Master's in Family Counseling from Koinonia College. She has also attended several courses on Cultural Diversity from Southwestern College. In 1992, she started as a Job Developer for CET, Center for Employment Training in Yuma, Arizona. She worked in numerous roles and positions until 2022 when she accepted the position of Administrator and Fiscal Administrator for La Cooperativa Campesina de California.

Ms. Mendivil has been responsible for implementing the USDA Relieve Program for Farmworkers through La Cooperativa de California.

Ms. Mendivil has three children and five grandchildren.

*Why are you interested in serving on the Workforce Partnership board?*

I served in the SDWP for more than 8 years representing Farmworkers as a mandate partner. I want to represent FW's a special population that needs their voice heard to able to access services,

*Please describe any other community involvement activities:*

Currently, I am not involved in any other community activities. I was involved in the SDWP, VEC, Career Center Partners.

**Nominee: Gina Lee**

Employer: San Diego and Imperial Counties Labor Council

Title: Program Manager

WIOA Category: Labor

**\*Note: Gina Lee is replacing our WDB Bridgette Browning per her request.**

Gina Lee is a dedicated professional with over two decades of experience in the non-profit and human services sector, specializing in delivering critical client services to a diverse range of populations, including foster youth, refugees, domestic violence survivors, people experiencing homelessness, and those living in extreme poverty. Her career journey has shaped her into a dynamic leader, communicator, strategist, and tenacious problem-solver.

In her current role at Partnership for a Better San Diego, an affiliate organization of San Diego and Imperial Counties Labor Council, Gina oversees workforce development programs that create meaningful pathways to good, union jobs for priority populations. Priority populations include immigrants, justice-involved individuals, people experiencing homelessness and former foster youth.

For nine years, Gina served as an Assistant Program Director at Public Consulting Group (PCG), an organization renowned for its array of services, including a robust rapid rehousing program, family stabilization and wrap-around services, and childcare subsidies. During her tenure, Gina played a pivotal role in serving over 2000 individuals and families in the San Diego area, employing a continuously evolving, trauma-informed approach to address the health, housing, and employment challenges exacerbated by the COVID-19 pandemic.

For over nine years at Voices for Children, Gina advocated for the best interests of foster youth in San Diego, actively engaged with community groups and allies, raising awareness about child abuse, and recruiting both employees and volunteers.

Gina is a native Southern Californian but has spent most of her life in San Diego. Gina loves the variety and diversity of San Diego's neighborhoods, cultures, and cuisines.

***Why are you interested in serving on the Workforce Partnership board?***

I'm passionate about improving the lives of vulnerable populations and have devoted my career to nonprofits and human service organizations with ambitious visions to serve the hardest to reach populations. As an established leader in the non-profit and human services sector, I have a profound understanding of the complex and nuanced needs of communities and organizations in this domain. I also recognize the importance of having experienced leaders in key positions at workforce boards to drive meaningful change and impact.

*Please describe any other community involvement activities:*

Member of the Fieldstone Foundation Leadership Network  
Volunteer, Vote Save America  
Volunteer, Susan B. Komen Breast Cancer Foundation

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## Item 5: Sector Initiatives: Equal Representation in RFP Construction Careers (ERiCA)-New Subagreement & Opportunity: ERiCA Outreach Support

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### **ACTION ITEM – VOTE REQUIRED**

#### **Recommendation:**

That the WDB and PB authorize Workforce Partnership staff to authorize the issuance of a new subagreement funded by the Equal Representation in Construction Careers (ERiCA) program to the San Diego Building & Construction Trades Council (SDBTC).

Subrecipient	Amount
San Diego Building & Construction Trades Council	\$259,370
<b>Activities:</b>	
<ul style="list-style-type: none"><li>• Development of formalized mentoring within Building Trades through funded mentorship stipends and activities</li><li>• Distribute scholarships for women in the trades to attend Tradeswomen Build Nations annual conference</li><li>• Organize hands-on youth bootcamps</li><li>• Host Healthy Families Trainings for union members and families</li></ul>	

**Subagreement Contract Term:** October 1, 2023-June 30, 2025

**New subagreement or renewal:** New

**Option Years:** No

**Subagreement Payment Terms:** Deliverable-based

**Subrecipient Selection:** Funder approval via DAS eligibility requirements and executed contract.

#### **Background:**

SDWP was awarded funding by the State of California's Division of Apprenticeship Standards (DAS) under their Equal Representation in Construction Apprenticeships (ERiCA) grant program for a total of \$2.7M. Funding was divided into two areas: \$2M in childcare supports, and \$700K for outreach and community building.

The focus of ERiCA is to create career pathways for women, non-binary and underserved populations into careers in the building and construction trades. Funding must connect to DAS-registered pre-apprenticeships and apprenticeships. The contract period with DAS is through June 30, 2025.

### **Scope of Work:**

Through the Apprenticeship Readiness Collaborative (ARC), the partnership framework established under High Road Construction Careers (HRCC), the Workforce Partnership works in close coordination with the San Diego Building & Construction Trades Council and other key partners to increase awareness, diversify participation, and retention in the Apprenticeship Readiness Program, Construction Career Jumpstart, and union apprenticeships. ERiCA outreach & community building funding will be leveraged alongside other funding to undertake this work.

San Diego Building and Construction Trades Council is uniquely positioned to lead aspects of this work as it represents the 22 affiliated construction and trade unions (and their 30,000 workers) in San Diego County. It will be responsible for developing mentorships focused on women and BIPOC individuals in the trades using existing caucuses and groups (including Building Trades Sisters and Sparkies), offer Healthy Families trainings that focus on childcare/parenting, financial literacy, healthy relationships, and self-defense, establish hands-on bootcamps for middle and high schoolers, and fund scholarships to the annual Tradeswomen Build Nations conference.

- **Mentorship stipends & events:** contracted to the SDBTC to support existing and new events of the Sparkies and Building Trades Sisters (BTS) caucuses and formalizing mentorship with supportive mentorship stipends. A target minimum of 10 Mentors will volunteer or be nominated from within their unions.
- **Healthy Families Trainings:** organize 7-10 training modules on childcare/parenting, financial literacy, healthy relationships, self-defense conducted by various contracted trainers and hosted virtually, hybrid, or in-person at SDBTC or union halls. Workforce Partnership's internal Learning Team may consult on providers. Topics identified as subjects disproportionately impacting women and parents. Training will be open to all SDBTC affiliates and will prioritize ERiCA childcare support awardees.
- **Scholarships to attend annual Tradeswomen Build Nations conference:** Will provide an opportunity for connection and networking with other women across the trades. SDBTC will oversee an open and equitable process to increase attendance at this conference for next two years. 2023 conference is in Washington DC. Scholarships to cover the full cost of 10 individuals' travel, registration and meals are earmarked annually, though fundraising may be possible to increase number of attendees and create partial scholarships.
- **Youth bootcamps:** SDBTC and ARC partners to host hands-on bootcamp programs for San Diego area students in grades 6-12 to expose diverse communities to construction career pathways and spark interest at a younger age. This is a new activity and will require design and close coordination amongst partners, as well as bringing in new K-12 education partners. There is intention to closely collaborate with Electrical Training Institute, a fellow ERiCA grantee.



**Budget:**

Line Item	Total
Admin Costs	\$76,700
Indirect	\$7,670
Mentorship Stipends	\$40,000
Mentorship Events	\$15,000
Conference Scholarships	\$60,000
Healthy Family Trainings	\$40,000
Youth Bootcamps	\$20,000
<b>Total</b>	<b>\$259,370</b>

Related to the outreach and community building funding awarded by the State of California's Division of Apprenticeship Standards (DAS) under their Equal Representation in Construction Apprenticeships (ERiCA) grant program, the Workforce Partnership will be issuing a one-time Request for Proposals (RFP) to non-profits and community-based organizations (CBOs) to propose innovative outreach and community building activities to target populations. We recognize that great ideas and expertise come from all corners of our region and are excited to hear from community about effective ways to better support women, non-binary and underserved communities interested in a rewarding career in the building and construction industry. Proposals must incorporate a connection to Apprenticeship Readiness Program, Construction Career Jumpstart, and/or union apprenticeships.

Action	Anticipated Date
<b>RFP Issued</b>	11/1/2023
<b>Final Day to Submit Questions</b>	11/17/2023
<b>Proposals Due</b>	12/6/2023
<b>Evaluation</b>	12/7 – 12/15/2023
<b>Anticipated Award Notification</b>	12/20/2023
<b>Anticipated Agreement Start</b>	1/29/2024

**Total Available Funding:** \$210,000

**Maximum Award Value:** \$50,000

**Anticipated Number of Awards:** 5-8

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## Item 6: Career Pathways for Foster Youth Subagreement

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### **ACTION ITEM – VOTE REQUIRED**

#### ***Recommendation***

That the PB authorize SDWP staff to enter a contract with the following organizations based on the following terms:

Contractor	Funding Source	Amount	# Served	Cost Per Person
Just in Time for Foster Youth	County of San Diego	\$550K	170	\$3,235
Contract Outcomes				
<ul style="list-style-type: none"><li>• <b>170</b> foster youth placed in a combination of:<ul style="list-style-type: none"><li>* Direct employment</li><li>* Subsidized internships</li><li>* Education</li><li>* Occupational trainings</li></ul></li></ul>				

**Contract Term:** October 1, 2023 – June 30, 2025

**New contract or renewal:** New

**Option Years:** N/A

**Contract Payment Terms:** Annual upfront payments

#### **Contractor Selection:**

Just in Time for Foster Youth is a caring community and organization for transition-age foster youth that solely serves foster youth. They provide holistic services that include emergency needs and stable housing, transportation assistance, education and employment assistance, financial literacy, mental health assistance and counseling/therapy.

They are uniquely qualified to serve San Diego's vulnerable foster youth population and provide the social/emotional and workforce development skills necessary to thrive in the workplace and school leading to self-sufficiency.

<b>Deliverable Description Over 2 Years</b>	<b>Total</b>
Service agreement execution	\$50,000
Referrals	\$50,000
Group and individual therapy and wellness cohorts	\$100,000
Assistance in obtaining driver's licenses and providing home furnishings	\$100,000
Hosting community/social events	\$40,000
Financial management workshops, financial coach pairings, savings matches	\$50,000
Career building services and career mentor pairings	\$100,000
Annual report/data reporting	\$60,000
<b>Total</b>	<b>\$550,000</b>

**Target Population(s):** Current or former foster youth aged 16-25 (must enroll before their 25<sup>th</sup> birthday)

**Scope of Work:** Foster youth will participate in work readiness trainings, explore career pathways, enhance their resumes, and be placed in jobs, subsidized internships, occupational trainings, and educational opportunities. The program will provide workforce development assistance in addition to holistically serving youth with social/emotional support and supportive services that focus on professional development, transportation, childcare, basic needs, housing, mental health assistance and more.

### **Background**

- More than 3,500 children spend time in San Diego County's foster care system annually.
- Only 71% of foster youth will receive a high school diploma by age 19.
- Only 3% of former youth in foster care earn a college degree.
- 47% of youth leaving foster care are unemployed.
- Nearly 50% of individuals are unemployed within four years of exiting foster care; more than 25% are incarcerated; and 20% experience homelessness.

Just in Time for Foster Youth was established in 2002. They build a community of support for foster youth to become capable, confident, and connected and to break the cycle of foster care after they leave the foster care system. That lasting network of caring adults and peers helps empower them to reach their full potential and achieve their goals and dreams. Through a combination of community support and wraparound services, Just in Time for Foster Youth is able to assist in creating lasting change for this under-resourced community. In 2022 Just in Time for Foster Youth served 1,870 unduplicated participants.

SDWP is aiming to create a foster youth ecosystem where we can truly holistically serve foster youth. In addition to Just in Time, SDWP is also partnering with Promises2Kids and the Black Chamber of Commerce. While Just in Time is proposed to lead this activity, Promises2Kids will help with referrals, social events and case managing foster youth looking to attend school/college. SDWP will also be working closely with Access for support as a recipient of WIOA foster youth funding.

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## Item 7: Proposal for Amendment to SDWP Organization Bylaws – Article X

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### **INFORMATION ITEM - NO ACTION REQUIRED:**

The proposed amendment to Article X of the Bylaws in the notice dated 9/28/23 contained an error, which has no impact. This error has been corrected in this notice.

### **Recommendation:**

That the Workforce Development Board (WDB) and Policy Board (PB) approve the proposed amendments to the WDB Bylaws in Article X as described below.

### **Current Article Language:**

### **ARTICLE X – AMENDMENTS**

These Bylaws may be amended or repealed, and new bylaws may be adopted by the affirmative vote of two-thirds of the then-serving members of the WDB at any meeting of the Board; provided, that notice of such proposed amendment shall be posted in accordance with provisions of the Brown Act at least 15 days prior to any vote and shall state that the purpose or one of the purposes of the meeting is to consider a proposed amendment to the Bylaws and includes a copy or summary of the proposed amendment and a statement of the general nature of the amendment. At the same time such materials are posted, they shall also be sent to the Consortium.

**Proposed Article Language** *[proposed additions in blue, proposed deletions in red]:*

### **ARTICLE X – AMENDMENTS**

These Bylaws may be amended, ~~or~~ repealed, and ~~/or new bylaws restated may be adopted~~ by the affirmative vote of two-thirds ~~of the then-serving members of the Board WDB~~ *[or a majority]* at any meeting ~~at which a quorum is present of the Board~~ *at which a quorum is present*; provided, that notice of such proposed amendment shall be posted in accordance with provisions of the Brown Act ~~at least 15 days prior to any vote~~ and shall state that the purpose or one of the purposes of the meeting is to consider a proposed amendment to the Bylaws, ~~with and includes~~ *with* a copy or summary of the proposed ~~amendment~~ *amendment, repeal and/or restatement, as the case may be,* and a statement of the general nature ~~thereof of the amendment~~. At the same time such materials are posted, they shall also be sent to the Consortium.

## Background:

Article X (Amendments) of the Bylaws of the San Diego Workforce Partnership requires amendments to be adopted by the affirmative vote of two-thirds of then-serving members of the WDB at any meeting of the Board. The proposed amendments intend to clarify Article X to expressly state that the requirement applies to a meeting at which a “quorum” is present. In addition, the Board will also consider reducing the requirement from two-thirds to a majority, consistent with other provisions of the Bylaws and to possibly remove the 15-day advance notice requirement (but continue to comply with the Brown Act and other notice provisions within the Bylaws).

WDB’s current Bylaws in Article X states that “These Bylaws may be amended or repealed, and new bylaws may be adopted by the affirmative vote of two-thirds of the then-serving members of the WDB at any meeting of the Board.” This could be interpreted to mean that at least that many of the WDB members would have to attend a meeting and then that same number must vote in favor for any proposed amendment to the Bylaws. If so, it would be exceedingly difficult for the Board to adopt, amend, or repeal any amendments to any other provision of the Bylaws where deemed needed by the Board. In addition, the 15-day notice requirement adds an additional hurdle, even though all notices must already comply with the Brown Act.

Amending Article X (Amendments) will provide facilitate future proposed Bylaw amendments by the Board. An advanced notice for future proposals will be shared and posted prior to any meeting including Bylaw amendments proposals, consistent with the Bylaws and the Brown Act.

By approving this amendment, the Board will have a clarified and greater ability to adopt necessary amendments to other provisions of the Bylaws, consistent with applicable laws and regulations.

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## Item 8: FY23 Financial & Audit Updates

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### **INFORMATION ITEM - NO ACTION REQUIRED:**

#### **FY23 Financial Summary Status**

SDWP Finance Department is currently undergoing FY23 year-end fund rebalancing, posting of closing entries and other reconciliations to ensure accuracy, completeness, and integrity of our financial data. Final entries are to be completed by November 2023 with the Audit planned to launch in December 2023.

Key activities in FY23 included a historical cleanup of aged payables (reduction of 40%) and amounts due to other agencies (reduction of 50%). In June 2023, SDWP received a \$10M prepayment (300% increase in cash) for Sector Initiatives from State funding.

#### **SAN DIEGO WORKFORCE PARTNERSHIP BALANCE SHEET (UNAUDITED) JUNE 30, 2023**

	<b>FY23</b>	<b>FY22</b>
<b>ASSETS</b>		
Cash	\$ 13,732,875	\$ 3,441,561
Accounts receivable	719,360	1,976,426
Grants receivable		7,106,516
Due from other funds	15,372,364	8,178,560
Prepaid expenses	523,282	599,347
<b>TOTAL ASSETS</b>	<b>\$ 30,347,880</b>	<b>\$ 21,302,910</b>
<b>LIABILITIES AND FUND BALANCES</b>		
<b>LIABILITIES</b>		
Accounts payable	\$ 2,977,729	\$ 4,809,982
Accrued expenses	904,417	336,733
Due to other funds	15,372,364	8,178,560
Due to other agencies	522,424	1,001,066
Unearned revenue	42,356	4,801,859
<b>TOTAL LIABILITIES</b>	<b>19,819,290</b>	<b>19,128,200</b>
<b>FUND BALANCES</b>		
<b>TOTAL FUND BALANCES</b>	<b>10,528,590</b>	<b>2,174,710</b>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 30,347,880</b>	<b>\$ 21,302,910</b>

**FY23 Budget vs Actuals (Unaudited-Not Final)**

	<b>Original Budget</b>	<b>Actual</b>	<b>Variance with Budget</b>	<b>Variance %</b>
WIOA ADULT	7,992,325	8,436,133	(443,808)	6%
WIOA DISLOCATED WORKER	6,743,778	5,138,900	1,604,878	-24%
WIOA YOUTH	7,450,127	6,207,891	1,242,236	-17%
Calfresh E&T	3,500,000	2,170,494	1,329,506	-38%
Public (Federal & State)	6,002,632	3,647,401	2,355,231	-39%
Public (County & City)	5,411,364	3,594,958	1,816,406	-34%
Philanthropic/Private Sector	4,310,006	2,471,288	1,838,718	-43%
Other Funds	1,289,358	1,164,352	125,006	-10%
<b>TOTAL</b>	<b>42,699,590</b>	<b>32,831,416</b>	<b>9,868,174</b>	<b>-23%</b>

**FY22 Budget vs Actuals**

	<b>Final Budget</b>	<b>Actual</b>	<b>Variance with Budget</b>	<b>Variance %</b>
WIOA ADULT	6,945,256	5,675,319	1,269,937	-18%
WIOA DISLOCATED WORKER	6,837,894	4,260,455	2,577,439	-38%
WIOA YOUTH	7,019,791	5,354,809	1,664,982	-24%
Calfresh E&T	3,493,670	1,930,598	1,563,072	-45%
Public (Federal & State)	3,690,929	3,586,571	104,358	-3%
Public (County & City)	4,892,720	4,115,118	777,602	-16%
Philanthropic/Private Sector	4,351,532	3,180,852	1,170,680	-27%
Other Funds	531,538	348,558	182,980	-34%
<b>TOTAL</b>	<b>37,763,330</b>	<b>28,452,280</b>	<b>9,311,050</b>	<b>-25%</b>



The FY23 amounts presented herein are subject to change due to year end rebalancing but should provide a snapshot of the current state. From an initial review, the proposed FY23 Budget appears overestimated by almost 10% (\$42.7M proposed over \$32.8M actual spend.) Based on this, the FY24 budget was set to a realistic target of \$36.5M, in line with actual trend of spend and planned expenditures.

<b>FY</b>	<b>Proposed</b>	<b>Actual</b>	<b>Variance</b>
<b>2023</b>	42.7	32.8	-9.9
<b>2022</b>	37.8	28.5	-9.3
<b>2021</b>	35.0	27.5	-7.5

Factors that contributed to lower expenditures in FY23 are listed below:

- Staff turnover and operational concerns
- Less participants than anticipated
- Subrecipients underperformed and did not utilize full funding
- Planned Personnel: 150 FTEs forecasted but only had 130 FTEs

On the other hand, proactive cost reallocations between Adult (AD) and Dislocated Worker (DW) allowed us to rebalance the resources towards targeted populations of need.

Our focus for FY24 is to ensure planned expenditures are executed. This includes incorporating a more robust budgeting software to provide timely data regarding budget vs actuals as well as reviewing operational workflows to eliminate any hindrances and enhancing support for subrecipients.

### **Status of FY23 Audit**

SDWP solicited bids from qualified accounting firms to furnish audit services on various federal awards, including WIOA, and other non-federal funding sources. SDWP serves as both the grant recipient and administrative entity for WIOA and other federal and state job training funds in San Diego County. The Uniform Guidance and OMB guidance require that SDWP have independent financial and compliance audits of its federal funds performed annually. The period of performance for the audit services will be July 1, 2023, through June 30, 2024, with the Single Audit and tax preparation for fiscal year ending June 30, 2023. The Request for Bid (RFB) was issued May 12, 2023. Only one proposal was received. Rogers, Anderson, Malody & Scott, LLP (RAMS) submitted a Technical Proposal for professional auditing services in June 2023 and will be selected for the FY23 Audit with option of three additional fiscal years.

Founded in 1948, RAMS has over 75 years of public practice experience, specializing in governmental agency and not-for-profit organization auditing, accounting, and management advisory services. They understand the complexity of performing governmental audits and have a dedicated team of auditors that possess the specialized knowledge and experience to help

ensure our audit is planned and executed in a way that maximizes audit efficiency and effectiveness. Their firm:

- Has an established reputation in the governmental and not-for-profit accounting and auditing community for providing excellent, timely service with high quality reporting to clients.
- Utilizes Teammate Analytics, a suite of more than 200 Computer Aided Audit Tools (CAATs). This software empowers audit teams with the ability to perform powerful, meaningful data analysis which builds upon other robust, substantive audit procedures. This value-added service also helps to identify specific transactions or amounts which may be indicative of fraud.
- Performs an intelligent, risk-based audit (using CAAT) which enables them to focus on key audit areas, allowing for a higher quality audit at a reasonable fee.
- Currently provides auditing services to over 75 governmental agencies and not-for-profit organizations, including over 30 cities, most of which have enterprise activities and over 35 special districts.
- Is committed to helping meet all reporting/auditing deadlines, resolving any issues encountered during your audit (e.g., accounting or auditing, new pronouncements, etc.), and providing quality audit services.

The audit process will be divided into 3 sections:

- Segment 1 – Planning/internal control (December 2023)
- Segment 2 – Substantive testing/analysis (January 2024)

Segment 3 – Report preparation/work paper review (February/March 2024)