

San Diego Workforce Partnership  
Consortium Policy Board  
Minutes of the February 23, 2023 Meeting

**Members Present**

Monica Montgomery Steppe, Council President Pro Tem, City of San Diego, District 4 (Chair)  
Sean Elo-Rivera, Council President, City of San Diego, District 9  
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**

Shannon Moran, Interim President & CEO  
Shaina Gross, VP of Client Services  
Parina Parikh, VP of Sector Initiatives  
Dennis Kingery, VP of Finance

**Location**

City Council Chambers, City Hall

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**

None

**Action Items**

*Item 1*                    **Minutes of the August 28, 2022 Meeting**

Motion: Board approves the meeting minutes.

*Moved (S. Elo-Rivera), Seconded (N. Sasaki), Carried unanimously*

*Item 2*                    **Minutes of the January 26, 2023 Meeting**

Motion: Board approves the meeting minutes.

*Moved (S. Elo-Rivera), Seconded (N. Sasaki), Carried unanimously*

**Information Items**

*Item 3*

**Organizational Update**

Shaina presented an update on the JP Morgan Chase grant and an DOL investigation remanded to EDD regarding WIOA funds and severance packages. M. Montgomery-Steppe asked about the timeline for the investigation. City counsel asked for the conversation to be deferred to closed session potentially or to be discussed in a confidential legal memo to the Policy Board. Shannon also provided an update on the executive coach SDWP has procured and engagement sessions with key partners and community leaders. N. Sasaki asked for more data regarding SDWP's goals in comparison to the participant data Shannon presented. Shannon confirmed SDWP is working on a dashboard for the board to review such data. M. Montgomery-Steppe asked about SDWP's efforts regarding employee morale and if there was an anonymous feedback system for staff. Shannon affirmed that the organization has been committed to more transparency in all-staff meetings and is working on creating several avenues for staff to provide feedback including listening sessions and an anonymous feedback mechanism. N. Sasaki recommended the development of a whistle-blower policy, as is customary for non-profits. S. Elo-Rivera requested more involvement of the Policy Board in setting and approving the priorities in the strategic plan and goal-setting Shannon had mentioned as an upcoming project.

*Item 4*

**Faces of Workforce – Impact Report**

Deferred to the next meeting due to time constraints and insufficient background material provided.

**Action Item**

*Item 5*

**Local & Regional Plan Approval**

Shaina presented on the update of the Local & Regional Plan previously approved in June 2021. Shaina provided an overview of the update process and synopses of both plans, along with the work done with Imperial County. S. Elo-Rivera noted his appreciation for the work on career development in non-linear career pathways. He asked for specifics on the updates to the plan. Shaina replied that the plan's research and regional indicators are updated, consideration of impending workforce-related and climate change legislation's impacts on industry was included, and the plan contains updates around SDWP's centralization of the Career Centers. M. Montgomery-Steppe asked how SDWP will be held accountable for the goals of the plan. Shaina replied that ideally the Local & Regional Plan is embedded within SDWP's strategic plan, which has annual goals. M. Montgomery-Steppe stated that she would like the plan to be something SDWP can compare performance to in the future. She also addressed concern that the plan mentions Title VII but not Title VI. Shaina will get back to the board on whether Title VI applies to WIOA.

Motion: Board approves the plan with the correction of Grant Associates being named in the plan, not KRA.

*Moved (N. Sasaki), Seconded (S. Elo-Rivera), Carried unanimously*

### **Information Items**

*Item 6*

#### **Subrecipient Performance**

Deferred to the next meeting due to time constraints and insufficient background material provided.

*Item 7*

#### **Career Center Moves**

Shaina presented impending moves of the South County and North County Career Centers. For the South County move, SDWP's estimated total savings are \$244,314. The move should be complete in Fall 2023. SDWP is currently exploring new locations in North County. N. Sasaki asked if the SDWP expects to gain more clients due to the accessibility of a bus line in front of the building. Shaina replied in the affirmative. M. Montgomery-Steppe requested more updates leading up to the move.

*Item 8*

#### **HRCC: Resilient Workforce Fund Award**

Deferred to the next meeting due to time constraints and insufficient background material provided.

*Item 9*

#### **FY21 Audit & Financial Update**

Dennis provided a high-level summary of the annual budget and FY21 audit results. He provided a YTD budget overview including actuals and variance. Currently SDWP is forecasting an 11% increase over FY22. Dennis reviewed the results, findings, and process improvements in the FY21 audit. N. Sasaki asked what factors contributed to the audit being late. Dennis replied there were several challenges around turnover and lack of documentation systems. M. Montgomery-Steppe noted that in her 4 years on the board, all audits have received a clean opinion and the issues being raised in the FY21 audit seem to be long-term, internal control issues. She asked why they had not been identified previously. Dennis noted that SDWP's auditor has been contracted for the past 3 years, and currently there is an open bid process to potentially get fresh eyes on the audit process. He also noted the turnover and lack of strong infrastructure within the Finance department. M. Montgomery-Steppe noted that the board will continue their involvement on this, and will be asking for consistent updates.

**Adjournment:** The meeting was adjourned at 2:23 pm.

**Next Meeting:** Thursday, March 23, 2023 at 2:00pm