

San Diego Workforce Partnership
Consortium Policy Board
Minutes of the May 26, 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

Khaleda Atta, Chief of Programs Officer, CPO
Shaina Gross, VP of Client Services
Parina Parikh, VP of Sector Initiatives
Carlynn Yu, Finance Controller

Location

City Hall 202 C St, San Diego, California 92101
City Council Committee Room – Floor 12

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.

Note: Item #7 was pulled and returned to the Workforce Partnership staff.

Non-Agenda Public Comment

Item 1

Non-Agenda Public Communication

Francine Maxwell discussed her concerns with lack of communication and calendaring.

Yahshshemi Walters, from Creating Coding Career, on behalf of his CEO, Mike Roberts. Yahshshemi Walters commented on Non-profit funding process.

William Broxton, From Creating Coding Career, commented on funding and OJT program.

Action Items

Item 2

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Motion: Board approves the meeting minutes.

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

Item 3

Internal Controls and Bank Signatories

C. Yu, Workforce Partnership's Finance Controller, presented the Workforce Partnership's Internal Controls and Bank Signatories. C. Yu provided an overview of the internal control policies and procedures, such as procurement policy, travel policy, and AP policy. Each one has its own layer of review and approval which includes the Signature Authority Matrix. C. Yu provided a simplified draft version of the Signature Authority Matrix to the Policy Board members to review.

C. Yu, also explained the segregation of duties which allows the workforce partnership to strengthen its internal controls. In accordance with the bank requirements to have two company representatives, C. Yu recommended that Khaleda Atta (Chief Programs Officer) and Carlynne Yu (Finance Controller) serve as authorized signatories and fiduciary agents for all three of Workforce Partnership's US Bancorp accounts.

N. Sasaki requested more clarification on the two recommended representatives and if they are listed in the Signature Authority Matrix. C. Yu clarified that these two representatives are listed in the Signature Authority Matrix.

Motion: Board approves the recommendation.

Moved (S. Elo-Rivera), Seconded (M. Montgomery Steppe), Carried unanimously

Item 4

FY22 Audit Report

C. Yu presented the Workforce Partnership's FY22 Audit Report results and findings. The Workforce Partnership received a clean opinion on the organization's financial statements with no findings. The FY22 Audit Report addressed findings and material weaknesses that were related to the FY21 Audit Report which were automatically rolled over into FY22 Audit Report. Therefore, these findings were mentioned in the FY22 Report. The Finance Department implemented a corrective action plan which includes a thorough month-end schedule listing all due dates and people involved in the preparation of financial reports to make sure that all deadlines are met.

Both M. Montgomery Steppe and N. Sasaki discussed the internal controls, corrective action plan, its efficiency, and whether everything will be reviewed prior to the due date. C. Yu expressed that with updated internal controls procedures, each component is listed in the plan to achieve that goal.

Motion: Board approves the FY22 Audit Report.

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

Item 5

Programs Contract Renewals: WIOA Youth Contract Renewal Recommendations

S. Gross, VP of Client Services, presented the proposal to renew all the current WIOA Youth contracts at their full amounts. She broke down the specific contract amounts for each Contractor and reviewed the provider's performance goals and metrics. She noted that the first two years of the contracts were significantly impacted by COVID but have seen significant improvements in FY 22-23. The expectation is that they will continue to see increased outcomes in year three (3), carrying the overall network metrics above the required State levels.

M. Montgomery Steppe first thanked S. Gross and her team for the work and services they are providing and requested an update on the San Diego Continuing Education matter. S. Gross outlined the improvement of performance metrics since the March meeting and, due to working closely with the San Diego Continuing Education management team, led to improvement in contract and financial management.

Motion: Board approves the proposal.

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

Information Items

Item 6

Organizational Update

K. Atta, Chief Programs Officer, presented and shared organizational, recruitment, and working structure updates before the Policy Board.

Francine Maxwell, for public comment, shared her thoughts on the process of hiring an interim and permanent CEO and asked to diversify the panel members who are managing the process.

Adjournment: The meeting was adjourned at 1:29 pm for closed session.

Next Meeting: June 22, 2023 at 2:00pm