



Workforce Development Board (WDB) Agenda

Date: Thursday, April 20, 2023
Time: 8—9:30 a.m.
Place: 9246 Lightwave Ave, Suite 100, San Diego, CA 92123

Instructions for Public Meetings

- Members of the public – Please complete a “Request to Speak” form

Welcome and Introductions

- Chair calls the meeting to order
- Non-agenda public comment

Agenda Items

Closed Session:

- Item 1: Conference with Legal Counsel - Anticipated Litigation.
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: (one or more related cases)

Open Session (expected to begin at 8:45am):

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Next Meeting: May 18th, 8am – 9:30am

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

Item 2: Minutes of the December 1, 2022 Meeting

Members Present

Rick Vaccari, Chair	Jamie Gardner	Althea Salas
Risa Baron	Ed Hidalgo	Ricky Shabazz
Christina Bibler	Kevin Johnson	Nancy Smith-Taylor
Phil Blair	Matt Martin	Carmen Summers
Danene Brown	Jeff Noyes	Mark Sutton
Efrem Bycer	Kurling Robinson	Annie Taamilo
Veronica Delarosa	Mimi Rosado	Jeremy Vellón
Matt Doyle		

Members Absent

Andy Berg	Brisa Johnson	Carol Kim
Bridgette Browning	Connie Lundgren	Mike Zucchet
Shandon Harbour	Aida Rosa	

Staff Members Present

Shannon Moran, COO
Shaina Gross, VP of Client Services
Dennis Kingery, VP of Finance

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

Call to Order

The meeting was called to order by Rick Vaccari, at 8:06 a.m. with a quorum.

Non-Agenda Public Comment

None

Action Items

Item 1 Virtual Meeting Resolution

Motion: WDB approves the resolution.

Moved (P. Blair), Seconded (A. Salas), Carried unanimously

Item 2 Minutes of the October 20, 2022 Meeting

Motion: WDB approves the meeting minutes.

Moved (D. Brown) Seconded (A. Salas), Carried unanimously

Information Items

Item 3 Faces of Workforce – Our Career Centers

Arturo Vazquez, Sr. Manager of Career Centers, introduced the Career Center leadership team. The team outlined their roles and common goals for SDWP's Career Center services. Each Career Center manager provided highlights of their location including staffing levels, innovations, and challenges.

Action Items

Item 4 Adult and Dislocated Worker WIOA Funding

Shaina presented on a fund transfer request for a revised WIOA allocation of 75% Adult funds and 25% Dislocated Worker funds. EDD allows for transfer requests throughout the year between the Adult and DW funds due to client needs and demand. The proposal to reallocate the funds to 75% Adult and 25% Dislocated Worker is intended to better accommodate the community need SDWP is experiencing.

Moved (M. Doyle) Seconded (J. Gardner), Carried unanimously

Item 5 FY21 Audit Report

Dennis overviewed SDWP's FY21 Audit Report. SDWP received clean opinion on its Financial Statements. Dennis addressed the findings outlined in the report and the procedures and internal controls initiated to resolve the issues.

Moved (P. Blair) Seconded (J. Noyes), Carried unanimously

Adjournment

Rick Vaccari adjourned the meeting at 9:27 am.

Item 3: Minutes of the February 16, 2023 Meeting

Members Present

Rick Vaccari, Chair
Risa Baron
Danene Brown
Efrem Bycer
Veronica Delarosa

Jamie Gardner
Shandon Harbour
Kevin Johnson
Connie Lundgren
Jeff Noyes

Mimi Rosado
Althea Salas
Ricky Shabazz

Members Absent

Risa Baron
Bridgette Browning
Christina Bibler
Phil Blair
Matt Doyle
Ed Hidalgo

Brisa Johnson
Matt Martin
Kurling Robinson
Aida Rosa
Carol Kim
Nancy Smith-Taylor

Carmen Summers
Mark Sutton
Annie Taamilo
Mike Zucchet
Jeremy Vellón

Staff Members Present

Shannon Moran, COO
Shaina Gross, VP of Client Services
Parina Parikh, VP of Sector Initiatives
Dennis Kingery, VP of Finance
Laurie Gravich, Manager of Marketing & Communications

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

Call to Order

The meeting was called to order by Rick Vaccari, at 8:07 a.m. with a quorum.

Non-Agenda Public Comment

None

Action Items

Item 1 Minutes of the December 1, 2022 Meeting

Deferred to next meeting due to lack of quorum.

Information Items

Item 2 Organizational Update

Shannon Moran provided an update including an update on funder relationships, an EDD investigation, grants received from the County of San Diego and the Department of Labor, and programmatic updates. Requests were made for more transparency to the board from SDWP leadership. Shannon replied in the affirmative.

Item 3 Faces of Workforce – Impact Report

Laurie presented SDWP’s Annual Organization Report. The report includes data from SDWP’s work and stories of the people and businesses served alongside the impact SDWP’s programs make in the community. The web version of the plan will launch on February 22.

Action Item

Item 4 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. The Regional Plan has a priority-sector approach, and focuses on accessibility, inclusivity, job-quality, and population-specific programming. The Local Plan includes: AJCC and Youth provider delivery, career pathway development, employer engagement, and learning strategies for local population specific work.

Information Items

Item 5 Subrecipient Performance

Shaina and Parina presented on SDWP’s subrecipient performance metrics. SDWP conducts quarterly monitoring on performance outcomes, data entry, and fiscal compliance. SDWP also conducts annual fiscal audits on subrecipients. Several of the subrecipient contracts will be up for renewal in June. Several contracts are on corrective action.

Item 6 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 and the move is expected to be complete in Fall 2023. SDWP is currently exploring new locations in North County.

Item 7 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.

Adjournment

Rick Vaccari adjourned the meeting at 9:29 am.

Item 4: Organizational Update

INFORMATION ITEM – NO VOTE REQUIRED:

An update on SDWP activities.

Item 5: WDB Vice Chair Selection

INFORMATION ITEM – NO VOTE REQUIRED:

WDB to select a member to serve as Vice Chair.

Item 6: JPC Member Selection

ACTION ITEM – VOTE REQUIRED:

Discussion and selection of the WDB representatives of the Joint Personnel Committee (JPC).

Item 7: FY22 Audit Report

ACTION ITEM – VOTE REQUIRED:

WDB to approve the FY2022 Basic Financial Statements and Audit Report from Rogers, Anderson, Malody & Scott, LLP, Certified Public Accountants (RAMS).

Item 8: Bank Authorization & Check Signatory

ACTION ITEM – VOTE REQUIRED:

Background:

Due to staff changes, San Diego Workforce Partnership needs to update the named individuals authorized to conduct its banking business with US Bank. This authorization includes the ability to enter into deposit account, funds transfer, or treasury management service agreements with the bank, and to authorize individuals to withdraw funds, initiate payment orders, execute service agreements, and otherwise give instructions on behalf of a company with respect to its deposit accounts and treasury management services.

Recommendation:

It is recommended that the board authorize Dennis W. Kingery (Vice-President of Finance) and Carlynne Yu (Controller) to serve as San Diego Workforce Partnership's Contracting Officers, Authorized Signers, and individuals responsible for Funds Transfer Authorization for all three SDWP bank accounts at US Bank.

Item 9: Financial Update

INFORMATION ITEM – NO VOTE REQUIRED:

Dennis Kingery, VP of Finance, to provide a financial update.

Item 10: Program Update

INFORMATION ITEM – NO VOTE REQUIRED

Shaina Gross, VP of Client Services, Parina Parikh, VP of Sector Initiatives, and Claudia Huerta, VP of Business Engagement to provide an update on SDWP's programs.