Minutes of the April 20, 2023 WDB Meeting

**Members Present**
- Rick Vaccari, Chair
- Phil Blair
- Efrem Bycer
- Veronica Delarosa
- Jamie Gardner
- Shandon Harbour
- Jeff Noyes
- Kurling Robinson
- Aida Rosa
- Ed Hidalgo
- Kevin Johnson
- Carol Kim
- Mimi Rosado
- Althea Salas
- Ricky Shabazz
- Annie Taamilo
- Jeremy Vellón

**Members Absent**
- Risa Baron
- Christina Bibler
- Bridgette Browning
- Danene Brown
- Matt Doyle
- Brisa Johnson
- Matt Martin
- Kevin Johnson
- Nancy Smith-Taylor
- Carmen Summers

**Staff Members Present**
- Khaleda Atta, Chief Programs Officer
- Shaina Gross, VP of Client Services
- Parina Parikh, VP of Sector Initiatives
- Dennis Kingery, VP of Finance
- Claudia Huerta, VP of Business Engagement
- Desiree Daugherty, VP of Customer Experience

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

**Item 1**  CLOSED SESSION

**Call to Order**
Open session was called to order by Rick Vaccari, at 8:52 a.m. with a quorum.

**Non-Agenda Public Comment**
Natallie Rocha inquired about the CEO search.
**Action Items**

**Item 2**  
**Minutes of the December 1, 2022 Meeting**

Motion: WDB approves the resolution.

Moved (P. Blair), Seconded (M. Rosado), Carried unanimously

**Item 3**  
**Minutes of the February 16, 2023 Meeting**

Motion: WDB approves the resolution.

Moved (V. Delarosa), Seconded (J. Gardner), Carried unanimously

**Information Item**

**Item 4**  
**Organizational Update**

Khaleda Atta, Workforce Partnership’s new Chief Programs Officer, introduced herself and discussed her background and experience. Althea Salas updated the board on the interim CEO recruiting process.

**Action Items**

**Item 5**  
**WDB Vice Chair Selection**

Rick announced that Althea Salas will be stepping down as Vice Chair. Jamie Gardner has been brought forward as a nominee.

Motion: WDB approves the nomination of Jamie Gardner as Vice Chair of the WDB.

Moved (A. Salas), Seconded (P. Blair), J. Garner abstained

**Item 6**  
**JPC Member Selection**

Rick discussed the functions of the Joint Personnel Committee (JPC) and representation of the WDB in the permeant CEO search. The Chair and Vice Chair are members of the Committee per WDB bylaws. Carol Kim has been brought forward as a nominee for the third WDB representative on the Committee, and Efrem Bycer as the alternate.

Motion: WDB approves the JPC members and alternate.
Moved (J. Vellón), Seconded (J. Gardner), C. Kim abstained

**Item 7  FY22 Audit Report**

Dennis presented the FY22 Audit Report results and findings. SDWP received clean opinion of the organization’s financial statements and addressed findings and material weaknesses with updated procedures and internal controls.

Motion: WDB approves the FY22 Audit Report.

Moved (P. Blair), Seconded (K. Robinson), Carried unanimously

**Item 8  Bank Authorization & Check Signatory**

Dennis discussed the proposal to authorize the VP of Finance and Controller positions to serve as SDWP’s contracting officers, authorized signers, and be responsible for fund transfer authorization for SDWP’s bank accounts. K. Johnson and R. Vaccari expressed concerns over a lack of duel signatories on SDWP’s checks.

Motion: WDB approves the bank authorization and check signatory, provided SDWP staff bring a policy to the board at the next meeting for an updated duel-signatory process.

Moved (K. Robinson), Seconded (C. Kim), Carried unanimously

**Information Items**

**Item 9  Financial Update**

Deferred due to lack of time.

**Item 10  Program Update**

Shaina and Parina highlighted $24M+ in new grants awarded to SDWP for healthcare, public administration, and ECT sectors, SDWP’s Prison2Employment program, foster youth programs, and older adult workforce focused programs. K. Johnson expressed his interest in collaborating on the recruitment for the programs funded by the ERICA grant. J. Gardner emphasized the importance of recruiting veterans for the ICT programs. M. Rosado and A. Taamilo expressed their interest and desire to collaborate on such efforts.

**Adjournment**

Rick Vaccari adjourned the meeting at 9:43 am.