

San Diego Workforce Partnership
Consortium Policy Board
Minutes of the April 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
Shiri Hoffman, Chief Deputy County Counsel, County of San Diego
Randall Sjoblom, Senior Deputy County Counsel, County of San Diego

Staff Present

Dennis Kingery, VP of Finance
Shaina Gross, VP of Client Services
Parina Parikh, VP of Sector Initiatives
Claudia Huerta VP of Business Engagement

Location

County Administration Building

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 9:12am, with a quorum present.

Non-Agenda Public Comment

Item 1 **Non-Agenda Public Communication**
None

Action Items

Item 2 **Minutes of the March 23, 2023 Meeting**

Motion: Board approves the meeting minutes.

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

Item 3 **JPC Member Selection**

As mentioned in the agenda, the Joint Personnel Committee (JPC) shall consist of six (6) members; three (3) members of the Consortium (Chair, Vice Chair, and appointee) and three (3) members of WDB (Chair, Vice Chair, and appointee).”
R. Vaccari, (Chair) of the WDB, presented the nominees of the WDB as below:

- Rick Vaccari (Chair), VP of Investor Relations and Pensions (retired), Semptra Energy
- Jamie Gardner (Vice Chair), Director of Talent Acquisition & Employer Branding, Watkins Wellness
- Carol Kim (Appointee), Business Manager, San Diego Building & Construction Trades Council
- Efreem Bycer (Alternate) Senior Lead Manager, Public Policy and Economic Graph, LinkedIn

After discussion, the Policy Board appointed (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), and Nancy Sasaki, CEO, United Way of San Diego County as their representatives for the Joint Personnel Committee (JPC).

Motion: Board approves the nominations.

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

Item 4

FY22 Audit Report

Dennis Kingery, VP of Finance, presented the FY22 Audit Report before the Policy Board. Dennis Kingery, recommended to approve the Audit Report on the basis that The Workforce received an unqualified (clean) opinion on its financial statements. The compliance review for Federal funds identified two deficiencies and a material weakness which were the same as identified in the prior audit. Those items were addressed immediately upon discovery following the prior year's audit which was completed after the end of fiscal year 2022 in September 2022. The Board Members discussed the audit report. N. Sasaki asked to hold on approving for further review from the Board Members. S. Elo-Rivera requested to highlight the Policy Board responsibilities to tighten policies and put rules on books which is helpful for Board Members to focus on.

Motion: Board moves the FY22 audit report to the next Policy Board meeting.

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

Item 5

Bank Authorization and Check Signatory

Motion: Board approves the recommendation of Dennis Kingery VP of Finance and Carlynn Yu Controller as signatory.

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

Information Items

Item 6 **Program Update**

Shaina presented and followed up on items from last meeting to provide little more clarification on participants demographics, training resources, performance outcomes, and Board communications. Shaina also introduced new population-specific funding.

Parina presented new healthcare and public administration updates.

Item 7 **Finance 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.

Adjournment: The meeting was adjourned at 10:25 am for closed session.

Item 8 **(item number 8 omitted from April minute)**

Item 9 **Closed Session**

Item 10 **Closed Session**

Item 11 **Closed Session**

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