

## **Workforce Development Board (WDB) Agenda**

Date: Thursday, November 09, 2023  
Time: 12–1:30 p.m.  
Place: 9246 Lightwave Ave, Suite 100, San Diego, CA 92123  
Via Zoom: <https://workforce-org.zoom.us/j/82301874834>  
Meeting ID: 823 0187 4834

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### **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**

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### **Next Meeting: December 7, 12:00 p.m. – 1:30 p.m.**

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

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## Item 1: Approval of the October 12, 2023 minutes

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### **Minutes of the October 12, 2023 WDB Meeting**

#### **Members Present**

- |                            |                   |                         |
|----------------------------|-------------------|-------------------------|
| 1. Aida Rosa               | 6. Ed Hidalgo     | 11. Kurling Robinson    |
| 2. Annie Taamilo           | 7. Efrem Bycer    | 12. Matt Doyle          |
| 3. Brigitte Browning       | 8. Jamie Gardner  | 13. Matt Martin         |
| 4. Carol Kim               | 9. Jeremy Vellon  | 14. Rick Vaccari, Chair |
| 5. Danene Brown (via Zoom) | 10. Kevin Johnson |                         |

#### **Members Absent**

- |                       |                  |                       |
|-----------------------|------------------|-----------------------|
| 1. Brisa Johnson      | 4. Jeffrey Noyes | 7. Phil Blair         |
| 2. Christina Bibler   | 5. Ricky Shabazz | 8. Veronica Dela Rosa |
| 3. Nancy Smith-Taylor | 6. Risa Baron    |                       |

#### **Staff Member Present**

Tony Young, Interim President, and CEO  
Carlynn Yu, VP of Finance  
Khaleda Atta, COO  
Miguel Vasquez, VP of Client Services  
Nick DeVico, Director of Youth Programming  
Parina Parikh, VP of Sector Initiatives

#### **Call to Order**

The meeting was called to order by Rick Vaccari at 12:02am with a quorum.

#### **Non-Agenda Public Comment**

None

#### **Action Item**

#### Item 1: **Minutes of the September 7, 2023 Meeting**

*Motion:* WDB approves the meeting minutes  
*Moved* (C. Kim), *Seconded* (K. Robinson), Motion carried,  
E. Hidalgo, M. Martin abstained.

Item 2: **Minutes of the September 14, 2023 Meeting**

*Motion:* WDB approves the meeting minutes

*Moved* (K. Johnson), *Seconded* (J. Gardner), Motion carried, C. Kim, M. Doyle, J. Vellon abstained.

Item 3: **CEO Report**

T. Young presented the CEO report regarding staff updates, operational challenges, corporate governance, and SDWP activities.

T. Young shared the recent resignation of the VP of P&C and highlighted his efforts on stabilizing the P&C department by working closely with the P&C manager and by consolidating different P&C systems into one platform (ADP), which is aimed to be finalized by November.

T. Young also mentioned that the VP of Client Services position has been filled by Miguel Vasquez. T. Young introduced M. Vasquez to WDB members, who shared his experience and expertise in both the non-profit and private sectors.

T. Young overviewed the Intake & Eligibility process challenges which emphasized the large backlog. To streamline the process and identify solutions, a 2-day retreat will be held on October 13 & 16 hosted by the CEO, COO, and VP of Client Services, comprised of representatives from across all departments to identify efficient solutions to overcome this challenge. T. Young thanked A. Taamilo on her efforts and support addressing this issue. An update on the efforts and outcomes will be provided to the WDB members at the next meeting.

T. Young and A. de Castro, SDWP General Counsel, shared their efforts on reviewing SDWP bylaws and all governing policies. A. de Castro outlined his mission by providing recommendations to the WDB members on bylaws updates and related documents. These updates will bring consistency and clarity to all corporate governance documents, which will eventually reduce risk.

Lastly, T. Young highlighted SDWP's operational activities and events from last month as indicated below:

**Client Services:**

- On September 5, the Career Pathways for Foster Youth press conference took place celebrating a \$5M investment from the County of San Diego to help current and former foster youth

ages 16–24 land their first job. The event was attended by Council President Pro Tem M. Montgomery Steppe and N. Vargas, Chairwoman of the County of San Diego Board of Supervisors, and was a huge success, with more than 30+ media mentions and garnering coverage from several key local news outlets including CBS-8, KPBS, ABC, Fox and Univision.

- In conjunction with National Disability Employment Awareness Month in October, the San Diego Committee on Employment of People with Disabilities presented their 24<sup>th</sup> Annual Jobtoberfest Job Fair. Jobtoberfest is the *largest* job fair for people with disabilities in San Diego. Among our population-specific programs outreach, Prison to Employment staff (D. Dorsey) conducted a presentation to employers on the benefits of hiring individuals with disabilities that may be justice involved.

### **Sector Initiatives:**

- On September 15, in partnership with the Electrical Training Institute (ETI), SDWP celebrated the graduation of its 16<sup>th</sup> cohort of Construction Career Jumpstart (CCJ) since Fall 2020. To date, there have been a total of 291 graduates, 73% of whom have secured placements with union apprenticeship programs, SDGE, or contractors. Placements remain on-going based on the apprenticeship application and hiring cycles. Nearly 15% of CCJ grads identify as women, 51% BIPOC, and 35% as youth. CCJ is now recognized as a state-registered pre-apprenticeship program. T. Young thanked K. Johnson on his efforts and encouraged WDB members to visit and take a tour of the site.
- On October 4, in conjunction with our partners at UC San Diego Extension, our Information & Communications Technology (ICT) team hosted the first in-person graduation for participants of our Income Share Agreement (now Google Career Certificate) program. We had seven new graduates attend in person alongside their families. Three of our successful alumni spoke about their experiences in the world of work post-graduation.

### **Business Engagement:**

- On October 3, the Business Engagement department supported the East County EDC on their successful execution of the 8<sup>th</sup> Annual Manufacturing Day at Grossmont College.

- On October 4, the Business Engagement department attended and had an exhibitor booth at Senator Brian Jones' Legislative Open House in Scripps Ranch with over 1,300 attendees. The event focused on building partnerships and leveraging our resources for employers in District 40 that includes the communities of Valley Center, Escondido, San Marcos, Carmel Valley, Poway, Santee, Ramona, Lakeside, Alpine, Descanso, Pine Valley, Rainbow and Fallbrook. This was a high visibility event where a variety of participants including employers, job seekers, other non-profit partners, and community members were highlighted.

K. Robinson thanked the SDWP team for their efforts and hard work in participating in the community events.

E. Bycer inquired about SDWP's budgeted full-time employee (FTE) v. actual status, organizational structure review, metrics on funding opportunities, and relationship improvement efforts within the community. Additionally, he thanked P. Parikh for her efforts and dedication, and offered his support as a WDB member to help address challenges regarding intake & eligibility issues.

K. Atta mentioned that, while 160 FTEs were budgeted for FY24, SDWP currently has 142 FTEs. T. Young highlighted SDWP's relationship improvement efforts with partners within the community.

A. Taamilo and E. Bycer both highlighted their involvement in the career centers transition process as part of the taskforce team and standing committee and offered their support in career centers operational challenges.

J. Vellon requested the perspective of staff on the transition of leadership role and the organization restructure. Additionally, he asked about current Intake & Eligibility backlog challenges and the goal of SDWP regarding rectifying the issue. K. Atta to follow up.

T. Young thanked both J. Gardner and A. Taamilo for their collective efforts on the hiring process for the V.P. of Finance and V.P. Client Services positions.

Item 4:

## **WDB Members Status & New Nominations**

R. Vaccari overviewed WDB status and recent resignations of:

- **Shandon Harbour** (President & CEO of Associated Builders and Contractors) representing Labor, resigned 8/2/2023
- **Althea Salas** (Vice President of Human Resources at San Diego Tourism Authority) representing Private Sector, resigned 8/3/2023
- **Carmen Summers** (General Manager at Americas Azure Core Specialized Sales, Microsoft Corporation) representing Private Sector, resigned 9/8/2023
- **Mimi Rosado** (Deputy Corporate Programs at Naval Information Warfare Center Pacific) representing Private Sector, resigned 9/13/2023

R. Vaccari, WDB members, and the SDWP team, thanked the recently resigned WDB members for their service, dedication, and contribution to the SDWP mission.

R. Vaccari and T. Young shared WDB new nominees' backgrounds and experiences. The new WDB members nominations are:

- **Dora Mendivil Angulo** (Program and Fiscal Administrator at La Cooperativa Campesina de California) representing the Labor Sector
- **Gina Lee** (Program Manager at San Diego and Imperial Counties Labor Council) representing the Labor Sector
- **Dr. Tina King** (President at SD College of Continuing Education) representing the Education Sector

R. Vaccari and T. Young mentioned that the new WDB candidates will be a great addition and add value to the board with their experiences and expertise.

*Motion:* WDB approves new WDB nominations.

*Moved (A. Taamilo), Seconded (C. Kim), Motion carried unanimously*

Item 5:

**Sector Initiatives: Equal Representation in Construction Careers (ERiCA) Subagreement & RFP Opportunity**

P. Parikh, VP of Sector Initiatives, presented a proposal to enter into a new contract funded by the Equal Representation in Construction Careers (ERiCA) program to the San Diego Building & Construction Trades Council (SDBTC) for \$259,370.

The ERiCA program total fund is \$2.7M divided into two areas: \$2M in childcare supports, and \$700K for outreach and community building. ERiCA program focuses on creating career pathways for women, non-binary, and underserved populations entering careers in the building and construction trades. The funding requires contractors to be DAS-registered pre-apprenticeships and apprenticeships.

SDBTC will provide services, including:

- Developing mentoring within Building Trades through funded mentorship stipends and activities
- Distribute scholarships to women in the trades to attend Tradeswomen Build Nations annual conference
- Organize hands-on youth bootcamps; and
- Host Healthy Families Trainings for union members and families

The term of this contract is October 1, 2023 through June 30, 2025.

SDWP will be issuing a Request for Proposals (RFP) on November 1, 2023 inviting non-profits and community-based organizations (CBOs) to propose innovative outreach and community building activities targeting women, non-binary, and underserved communities interested in a rewarding career in the building and construction industry.

The new RFP is related to the outreach and community building fund awarded by the State of California's Division of Apprenticeship Standards (DAS) under their Equal Representation in Construction Apprenticeships (ERiCA) grant program. Proposals must incorporate a connection to Apprenticeship Readiness Program, Construction Career Jumpstart, and/or union apprenticeships. P. Parikh asked WDB members to promote the RFP and help SDWP in recruiting partners.

J. Vellon and WDB members discussed the funding source, grant total amount, and its requirements.

*Motion:* WDB approves new contract proposal with San Diego Building & Construction Trades Council and authorize SDWP Staff to execute the contract.

*Moved (M. Doyle), Seconded (E. Hidalgo),* Motion carried, C. Kim, recused.

Item 6:

**Career Pathways for Foster Youth Subagreement**

M. Vasquez, VP of Client Services, and N. DeVico, Director of Youth Programing, presented a subagreement proposal with Just in Time for Foster Youth. Funded by the County of San Diego, this is a two-year agreement from July 1, 2023 through June 30, 2025, for a total of \$550K and will serve 170 foster youth participants.

Just in Time for Foster Youth will provide services in work readiness trainings, explore career pathways, enhance foster youth resumes, job placement, subsidized internships, occupational trainings, and educational opportunities. Additionally, the program will provide services in social/emotional support and supportive services that focus on professional development, transportation, childcare, basic needs, mental health assistance, and more.

M. Vasquez mentioned that SDWP is creating an ecosystem by providing a holistic service to foster youth by also partnering with Promises2Kids, Black Chamber of Commerce, and working closely with Access for support as a recipient of WIOA foster youth funding.

E. Hidalgo requested more clarification on the process of helping youth participants determining and developing their occupational identity and how SDWP is helping them in the transition process.

N. DeVico provided a thorough explanation of the process in helping youth participants determine their career pathways. He also highlighted that SDWP is empowering youth participants through different layers such as assessment, observing and discussing different career pathways, and understanding youth motivations and barriers. SDWP's career navigators and program specialists are well empowered and trained to help youth participants observe, decide, and make their own decisions in terms of career pathway.



M. Doyle asked whether the targeted population of the program is broken down regionally within the county. Additionally, he asked if SDWP's data analytical team is still providing reports, sharing that WDB members used to have these highly beneficial impactful reports which helped WDB members in forming their decisions in the past.

N. DeVico confirmed a fixed breakdown based on areas or region is not used, rather it is based on referrals from partners and through the community outreach process.

E. Bycer asked if SDWP has partnered with Just in time before and mentioned that all previous subrecipients were not compliant with applicable requirements. Additionally, he requested more clarification on the breakdown of the total funding and the reason for partnering with this contractor.

N. DeVico mentioned that SDWP is exceling in workforce development and case management, and because SDWP is aiming to create an ecosystem by providing holistic service to youth participants, we are partnering with this contractor to help excel and provide expertise in other fundamental services.

T. Young thanked WDB members for their feedbacks and input and asked SDWP staff to collaborate with WDB members regarding programs processes, purposes, and functionality.

*Motion:* WDB approves new contract proposal with Just in Time for Foster Youth and authorize SDWP Staff to execute the contract.

*Moved (K. Robinson), Seconded (M. Doyle), Motion carried unanimously*

Item 9:

**Proposal for Amendment to Organizational Bylaws – Article X**

A. de Castro, SDWP General Counsel, presented an organizational Bylaws Amendment proposal for Article X. A. de Castro discussed and provided clarification on provision X of SDWP Bylaws, by explaining its current interpretation. He mentioned that by approving these amendments, the Board will have a clarified and greater ability to adopt necessary amendments to other provisions of the Bylaws, consistent with applicable laws and regulations.

A. de Castro recommended amending Article X of the SDWP Bylaws (Amendments) by clarifying the affirmative vote of two-thirds at a meeting when a quorum is present rather than what is stated

currently in the Bylaws which is “amendments to be adopted by the affirmative vote of two-thirds of then-serving members of the WDB at any meeting of the Board”. He also recommended removing the 15-day notice requirement as SDWP is required to follow the Brown Act which requires three-day notice. Lastly, he recommended reducing the requirement from two-thirds to a majority.

R. Vaccari mentioned that this is an informational item giving WDB members the opportunity to discuss and review the proposal prior to voting on it in the next meeting.

M. Doyle and E. Bycer discussed the proposal and requested more clarification on the 15-day notice and the majority/two-thirds rational. They also asked about the effectiveness of adopting these amendments. A. de Castro mentioned that SDWP follows the Brown Act provisions and provided examples from other non-profit organizations Bylaws.

T. Young added that this proposal is provided to WDB board to allow for more agility and effectiveness in functioning.

Item 7:

**Presentation on WIOA by EDD Regional Advisor**

Gustavo Alatorre, EDD Regional Advisor, presented the Workforce Innovation and Opportunity Act (WIOA) grant services at both State and local level. G. Alatorre briefed WDB members on the responsibilities of WIOA at the Local Workforce Development Board level.

T. Young and WDB members thanked G. Alatorre for his efforts and dedication to the SDWP mission.

Item 8:

**FY23 Financial & Audit Updates**

C. Yu, VP of Finance, summarized SDWP FY23 Financial and Audit Status. C. Yu shared an unaudited balance sheet as the Finance Department is currently undergoing FY23 year-end.

C. Yu mentioned FY23 key activities such as cleaning up of aged payables (reduction of 40%) and amounts due to other agencies (reduction of 50%), receiving \$10M prepayment (increase of 300%) for Sector Initiatives from State Funding for public administration and healthcare sectors.

C. Yu provided a snapshot of SDWP's current financial state as FY23 amounts presented are subject to change due to year end rebalancing.

C. Yu shared the audit process for FY23, which will start in December, with RAMS and its variance segments. RAMS was selected through the procurement process via an Invitation for Bid (IFB) for audit services. SDWP received one bid from RAMS, who is familiar with SDWP and has been auditing SDWP financials for seven years.

J. Vellon and K. Robinson requested more information about the financial statement, balance sheet, and audit process. C. Yu provided more clarification.

Item 10:

### **Review Status of WDB Committees**

R. Vaccari, overviewed WDB member on the Audit and Executive Committees status. R. Vaccari mentioned the WDB composition may decrease and asked WDB members who are interested in joining WDB's different Committees to reach out to him.

J. Gardner defined the veteran working group, and added context and overviewed its current three pillars, which are: 1) Improving the services provided to veterans and service member community; and 2) Partnering with community-based entities who provide services to veterans; and 3) Seeking funds available to help in building programs related to veterans and transitioning service members.

A. Taamilo added that the EDD and DOL priorities are to provide service to veterans and their family members through career centers. She also shared upcoming training events that will be provided at career centers regarding enhancing priority services provided to veterans.

R. Vaccari shared the WDB upcoming meetings for November and December.

### **Adjournment**

R. Vaccari adjourned the meeting to closed session at 1:15 pm.

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## Item 2: WDB Updates – Welcoming New Members

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### **INFORMATIONAL ITEM – NO VOTE REQUIRED:**

WDB Members to welcome WDB new members who were voted on in last WDB meeting. New WDB Members:

- **Dora Mendivil Angulo** (Program and Fiscal Administrator at La Cooperativa Campesina de California) representing the Labor Sector
- **Gina Lee** (Program Manager at San Diego and Imperial Counties Labor Council) representing the Labor Sector
- **Dr. Tina King** (President at SD College of Continuing Education) representing the Education Sector

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## Item 3: CEO Report

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### **INFORMATIONAL ITEM – NO VOTE REQUIRED:**

Interim President & CEO T. Young to present key organizational updates e.g., recent post-intake & eligibility retreat decisions including restructuring of former “Customer Experience” department, bylaws clarification, exploring roadmap for facilities and other key operational highlights.

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## Item 4: Proposal for Amendment to SDWP Organization Bylaws – Article X

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### **ACTION ITEM – VOTE REQUIRED**

That the Workforce Development Board (WDB) approves proposed amendments to the WDB Bylaws in Article X as described below.

#### **Current Article Language:**

### **ARTICLE X – AMENDMENTS**

These Bylaws may be amended or repealed, and new bylaws may be adopted by the affirmative vote of two-thirds of the then-serving members of the WDB at any meeting of the Board; provided, that notice of such proposed amendment shall be posted in accordance with provisions of the Brown Act at least 15 days prior to any vote and shall state that the purpose or one of the purposes of the meeting is to consider a proposed amendment to the Bylaws and includes a copy or summary of the proposed amendment and a statement of the general nature of the amendment. At the same time such materials are posted, they shall also be sent to the Consortium.

#### **Proposed Article Language:**

### **ARTICLE X – AMENDMENTS**

These Bylaws may be amended, ~~or repealed,~~ and ~~/or new bylaws restated may be adopted~~ by the affirmative vote of two-thirds ~~[or a majority]~~ of the ~~then-serving~~ members of the ~~Board WDB~~ at any meeting ~~at which a quorum is present of the Board~~; provided, that notice of such proposed amendment shall be posted in accordance with provisions of the Brown Act ~~at least 15 days prior to any vote~~ and shall state that the purpose or one of the purposes of the meeting is to consider a proposed amendment to the Bylaws, ~~with and includes~~ a copy or summary of the proposed ~~amendment~~ ~~amendment, repeal and/or restatement, as the case may be,~~ and a statement of the general nature ~~thereof of the amendment~~. At the same time such materials are posted, they shall also be sent to the Consortium.

#### **Background:**

Article X (Amendments) of the Bylaws of the San Diego Workforce Partnership states that amendments are to be adopted by the affirmative vote of two-thirds of then-serving members of the WDB at any meeting of the Board. The proposed amendments intend to clarify Article X to expressly state that the requirement applies to a meeting at which a

“quorum” is present. In addition, the Board could also consider reducing the requirement from two-thirds to a majority, consistent with other provisions of the Bylaws and to possibly remove (or reduce) the 15-day advance notice requirement (but continue to comply with the Brown Act and other notice provisions within the Bylaws).

WDB’s current Bylaws in Article X states that “These Bylaws may be amended or repealed, and new bylaws may be adopted by the affirmative vote of two-thirds of the then-serving members of the WDB at any meeting of the Board.” This could be interpreted to mean that at least that many of the WDB members would have to attend a meeting and then that same number must vote in favor for any proposed amendment to the Bylaws. If so, it would be exceedingly difficult for the Board to adopt, amend, or repeal any amendments to any other provision of the Bylaws where deemed needed by the Board. In addition, the 15-day notice requirement adds an additional hurdle, even though all notices must already comply with the Brown Act.

The proposed amendments to Article X have been found to be consistent with the bylaws of other Workforce Development Boards, including the California Workforce Development Board.

Amending Article X (Amendments) will provide facilitate future proposed Bylaw amendments by the Board. An advanced notice for future proposals will be shared and posted prior to any meeting including Bylaw amendments proposals, consistent with the Bylaws and the Brown Act.

By approving this amendment, the Board will have a clarified and greater ability to adopt necessary amendments to other provisions of the Bylaws, consistent with applicable laws and regulations.

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## Item 5: Nomination of WDB Secretary/Treasurer Officer

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### **ACTION ITEM – VOTE REQUIRED**

#### **Recommendation:**

Pursuant to WDB Bylaws in Article V – (Officers), the WDB to vote on new WDB Secretary/Treasurer officer as the WDB Secretary/Treasurer officer, Carmen Summer, resigned.

#### **Process:**

A sheet with WDB names, as well as opportunity for a write-in candidate in each slot, will be provided to each board member. SDWP Board Liaison will collect and tally the votes and will report the result to the chair, who will ask for a vote from the board.



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## Item 6: Faces of Workforce

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### **REPORT ITEM – NO VOTE REQUIRED:**



Nashied Mateen, Prison to Employment program participant, will share his career journey and how SDWP helped him in pursuing his career goals and overcoming his challenges.

**Nashied Mateen's** journey took a positive turn when he was introduced to SDWP's Prison to Employment (P2E) program through the North County PACT.

The participant has a deep passion for software programming but faced barriers accessing the necessary resources to pursue their career goals because of their justice-involved status. It was through SDWP's P2E program that they discovered a supportive community that would profoundly impact their life. The P2E program not only welcomed the participant but also provided them with the opportunity to advance and improve their software programming skills. Through P2E, they received supportive services and training opportunities to learn a new coding language. This high-demand coding language promises to not only advance their career but also empowers them to share this skill with others and expand their knowledge.

Today, the participant is a key contributor to the production of a documentary called 'Prison2Success: Stories of Prosperity Thru Coding.' This documentary aims to shed light on the journeys of justice-impacted individuals as they navigate the road to a better future. It emphasizes the importance of rehabilitation and personal growth through learning coding and tech skills. The participant's commitment to creating a better future doesn't stop with the documentary. They have founded 'Hard Coded, LLC,' a company dedicated to empowering at-risk youth with coding skills. The participant firmly believes that through coding, these young individuals can break free from the cycles of adversity, seek new opportunities, and create lasting change in their lives.

This story is a testament to the power of second chances and the positive impact of the services offered by SDWP-P2E. Through determination, support, and a passion for coding, the participant is not only transforming their own life but also making a difference in the lives of others in their community. Their journey is a reminder that with the right opportunities and support, anyone can strive for a better future.