

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

Date: Thursday, March 14, 2024

Time: 12:00 p.m. — 2:00 p.m.

Place: 9246 Lightwave Ave, Suite 100, San Diego, CA 92123

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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 – Open Session:**

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### **Next Meeting: April 18, 2024, 12:00 p.m. – 2:00 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 February 15, 2024 Minutes

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### **Minutes of the February 15, 2024 WDB Meeting**

#### **Members Present**

- |                     |                      |                               |
|---------------------|----------------------|-------------------------------|
| 1. Brisa Johnson    | 7. Jeffrey Noyes     | 13. Rick Vaccari, Chair       |
| 2. Carol Kim        | 8. Jeremy Vellon     | 14. Ricky Shabazz Via<br>Zoom |
| 3. Christina Bibler | 9. Kevin Johnson     | 15. Tina King                 |
| 4. Danene Brown     | 10. Kurling Robinson | 16. Veronica Dela Rosa        |
| 5. Gina Lee         | 11. Matt Doyle       |                               |
| 6. Jamie Gardner    | 12. Phil Blair       |                               |

#### **Members Absent**

- |                  |                |                       |
|------------------|----------------|-----------------------|
| 1. Aida Rosa     | 4. Ed Hidalgo  | 7. Nancy Smith-Taylor |
| 2. Annie Taamilo | 5. Efrem Bycer |                       |
| 3. Dora Mendivil | 6. Matt Martin |                       |

#### **Staff Members Present**

Tony Young, Interim President, and CEO  
Tracy Eckard, Director, Workforce Development  
Brandon Harrison, VP Operation  
Carlyne Yu, VP Finance

#### **Call to Order**

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

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

None

#### **Action Item**

##### Item 1: **Minutes of the January 11, 2024 Meeting**

*Motion:* WDB approves the meeting minutes  
*Moved* (P. Blair), *Seconded* (G. Lee), Motion carried, J. Gardner  
and M. Doyle abstained.

## **Information Item**

Item 2:

### **SDWP Organizational Updates**

SDWP's organizational updates covered various topics including update on SDWP Emergency Flood Response, the upcoming Strategic Plan exercise, ongoing organizational and leadership development efforts, the release of the FY23 Annual Report, and other key operational highlights.

T. Young discussed the organization plans to utilize funds to provide support to individuals affected by various challenges such as food insecurity, housing, transportation, and rebuilding efforts for those whose homes have been impacted by the flood. He has also identified opportunities to expand the use of internal resources to provide services for individuals currently receiving support and training.

He highlighted the organization outreach plan and partnerships with various organizations such the County and the City of San Diego as well as other non-profit entities to ensure effective use of the funds. He acknowledged board member B. Johnson for her dedication and hard work in providing emergency assistance on the ground, despite personal challenges.

Additionally, T. Young discussed the Strategic Plan's request for proposal (RFP), which was funded by the Irvine Foundation. The plan aims to encompass internal and board-related activities, as well as collaboration with external stakeholders such as Community College, organized labor, and the business community. The RFP will be released in the next few days.

T. Young addressed the organization and leadership efforts, particularly focusing on cultural change initiatives. Both Dr. Davari and Dr. Green, who are expert in their fields, are actively involved in guiding the organization towards a shift from crisis-mode thinking to embracing opportunities. They are collaborating with the leadership and executive teams to install this cultural transformation and ensure its ongoing progression within the organization.

Furthermore, the organization's annual report was highlighted. The report contained highlights of the organization's achievements, including reaching nearly 700,000 individuals online or in service centers during FY23, 55,000 active participants, and 2,000 people being placed in employment or education programs. Additionally, the report showcased serving over 800 employers across various teams. T. Young expressed his pride in the team's efforts and their ability to work together despite difficult conditions.

Finally, T. Young highlighted SDWP's operational highlights, including recent attendance at the YMCA Hire Program Career and Resource Fair, emphasizing SDWP's growing ties with the YMCA. Additionally, there was discussion about business engagement efforts, such as Live Well outreach and participation in career and community resource fairs.

He added that the organization received three prestigious awards: the Cybersecurity Stewardship Award from the San Diego Business Journal, The Electrical Industry Partnership Award from the National Electrical Contractors Association, and the Eloise Cobell Indigenous Excellence Award from the Tarzana Treatment Centers.

These awards highlighted SDWP's dedication to fostering career pathways in various sectors, including cybersecurity, construction, and substance abuse counseling apprenticeship programs.

Item 3:

### **WDB Chair Updates**

R. Vaccari shared WDB calendar year 2023 attendance record and addressed attendance protocols for board members, emphasizing the importance of consistent attendance for efficient operation. He added that the organization will enforce bylaws protocols regarding removal of directors due to excessive absences.

A. de Castro outlined the bylaws and defined excessive absences as either three consecutive absences or missing more than half of the meetings within a 12-month period.

The process for removal involves prior notice to the director and a review by the executive committee, which then make a recommendation to the board.

C. Bibler inquired about the improvement in attendance since shifting meetings times to more family-friendly mode. It was emphasized that the adjustment made it easier for members to attend without conflicts. M. Shkara to provide an update on 2023 attendance.

### **Action Item**

Item 4:

### **WDB Officers Nomination and Election Process**

R. Vaccari discussed the election process for the WDB officers, including Chair, Vice Chair, Secretary, and treasurer, as required by the organization's bylaws. The term for these positions is to end

on June 30, 2026, to be consistent with the Bylaws providing for two-year terms to end on a fiscal year.

A. de Castro explained the voting process. He added that each candidate will have the opportunity to present their candidacy and share the background. Once nominations are complete, voting will occur transparently to comply with the Brown Act. Once a candidate receives a majority of the votes, that candidate will be elected to the position.

The meeting first proceeded to the election for the WDB Chair position, with three candidates: K. Robinson, J. Vellon, and R. Shabazz. Each candidate presented their statement and reasons for seeking the position. The candidates' statements provided insights into their motivations and visions for leadership, setting the stage for the election process to commence. In the first round of ballots, none of the candidates received a majority. In the second round, K. Robison received the majority necessary to be elected for the WDB Chair.

Two candidates, R. Shabazz and J. Gardner, were considered for the position of WDB Vice Chair. J. Gardner expressed his interest in continuing his service as Vice Chair and supporting SDWP. A vote was then held, R. Shabazz was chosen as the new Vice Chair by at least a majority of the meeting.

The meeting proceeded with the election for the position of WDB Secretary, with two candidates: C. Kim and A. Taamilo (who was unable to attend due to vacation but provided a statement and bio).

C. Kim expressed her interest in continuing to serve as the Secretary, emphasizing the importance of representing worker organizations and shared her background in workforce development.

After the discussion, the board voted by a majority in favor of C. Kim's appointment as the WDB Secretary.

The meeting proceeded with election for the position of Treasurer, with V. Dela Rosa as the sole candidate expressing her interest in the role. She shared her willingness to serve as the WDB Treasurer. A formal vote was conducted, and V. Dela Rosa was elected as the Treasurer.

The new officers would assume their roles after the meeting. R. Vaccari will complete the balance of the meeting as a Chair.

R. Vaccari reminded all new officers of the importance of taking their roles seriously and ensuring commitment to their duties. The item concluded with congratulations to all newly appointed officers, and a reminder of the importance of dedication and commitment to their respective roles.

Item 5:

### **South County Career Center Lease Renewal**

B. Harrison presented the proposal to renew South County Career Center Lease. The renewal is for one year starting April 1, 2024 through March 31, 2025 with Inland Industries Group, LP. Total amount is \$55,104 and the cost per square foot is \$2.32.

He added that the South County Career Center is located at 1111 Bay Blvd, Chula Vista, is part of the SDWP One-Stop Career Center Network serving the southern region of San Diego County.

*Motion:* WDB approves South County Career Center Lease Renewal request and authorizes SDWP management to execute the lease.

*Moved (K. Robinson), Seconded (P. Blair), Motion carried unanimously*

Item 6:

### **Sector Initiatives-High Road Construction Careers (HRCC): Resilient Workforce Subcontract**

T. Eckard presented a subcontract proposal for funding recommendation for the Vista Unified School District under the High Road Construction Careers grant. The subcontract is for the Apprenticeship Readiness Program (ARP), which includes a core curriculum and MC3 certification provided by the San Diego Building and Construction Trades Council.

She added that Vista will host the program, providing outreach, supportive services, and stipends to participants. The subcontract aims to service up to 72 individuals over three (3) cohorts.

The program prepares participants for placement in Union apprenticeship programs, offering prevailing wages, benefits, and healthcare without a degree. The subcontract will cover the remainder of the fiscal year and all FY25, aligning Vista with other funding cycle.

M. Doyle added that the initiative aims to expand opportunities in North County and leverage synergies with the project labor

agreement district. Additionally, participants will have access to a new \$20 million technical facility.

Board members expressed their support for the program, recognizing its importance in providing career pathway and addressing the need for workforce development in North County.

Board members inquired about the prevailing wages in union apprenticeship programs, T. Eckard explained that prevailing wages vary by trade and typically include built-in wage increase every six months. She added that starting wages can range from around \$20.00 to over \$50.00 per hour, depending on the trade, with additional benefits such as healthcare and retirement contributions.

K. Johnson and C. Kim emphasized the generous packages offered by Building Trades Unions, which provide some of the best compensation packages to potential workers compared to other industries. They expressed support for initiatives that promote more opportunities in these high-paying trades.

*Motion: WDB approves new Subcontract with Vista Unified School District and authorizes SDWP management to execute the contract. Moved (K. Robinson), Seconded (P. Blair), Motion carried, M. Doyle abstained*

## **Information Item**

Item 7:

### **Proposal for Amendment to SDWP Organizational Bylaws**

Audie Castro presented the proposed amendments to SDWP Organizational Bylaws in the form of an Amended and Restated Bylaws. The proposed new Bylaws will be presented as an action item and voted on at the next month's WDB meeting to allow the members sufficient time to review them.

A summary of the main amendment was presented. The proposed amendments include reduction in the range of the board size, streamlining the process for board removal due to member absences, incorporation of conflict of interest policies and election laws, requiring the Chair and Vice Chair to be from the business sector, and inclusion of standing committee chairs in the executive committee.

He highlighted the proposed changes and encouraged board members to review the detailed amendments.

The board members discussed the importance of notifying board members about their upcoming submission in July. They suggested sending an email to each member in May or April as a reminder.

T. King inquired about the requirement for the Chair and Vice Chair to be from the business sector and asked for clarification on this matter. A. de Castro answered that the WIOA required that Chair may need to act as a Chair under certain circumstances, it is recommended that the Vice Chair also be from the business sector.

Item 8:

### **FY24 Mid-Year Budget Update**

C. Yu overviewed the FY24 mid-year budget updates. She presented the financial statements indicating FY24 budget was set at \$36.5 million and a mid-year budget of \$15.5 million with potential additional funding of \$1 million expected. SDWP is currently at 45% of its budget.

FY24 plan was set to increase staffing from 128 to 160, currently 139 employees. Challenges include limited qualified candidates and turnover, but efforts are being made to maximize resources and stabilize enrollment.

K. Johnson inquired about insurance, benefits, and taxes, which are attributed to budgeting issues and a front-loaded payment structure. Additionally, K. Robinson inquired about legal fees and insurance policies, with plans to address potential litigation and renegotiate insurance agreements.

C. Bibler announced an active grant available through the City of San Diego for business in storm-impacted areas. She encouraged everyone to pass along the information to their employees and provided the website [sandiego.gov/ERG](http://sandiego.gov/ERG) where the criteria and application process can be found. This grant aims to support businesses in the affected communities.

### **Adjournment**

R. Vaccari adjourned the meeting to closed session at 1:10 pm.



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## Item #2: SDWP Organizational Updates

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**INFORMATION ITEM – NO VOTE REQUIRED:**

CEO Tony Young and staff to provide update on Emergency Flood Response, upcoming Strategic Plan exercise, and other key operational highlights. These updates aim to keep board members informed about the organization's progress and future plan, fostering transparency and collaboration within the team.

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## Item #3: Amendment to SDWP Organizational Bylaws

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### **ACTION ITEM – VOTE REQUIRED:**

WDB to discuss and vote on the proposed adoption of the Amended and Restated Bylaws, which would replace and superseded the SDWP Bylaws currently in effect. The form of the Amended and Restated Bylaws, with the major proposed changes highlighted, were presented and discussed (as an informational item) to the board on the board meeting on February 15, 2024.

On February 22, 2024 DEI Committee meeting, the DEI Committee discussed and voted on adding “A” for (Accessibility) to the Commonly used DEI Framework. DEI Committee to present the recommendation to the WDB to discuss and vote on pursuant to the Bylaws guidance. The newly proposed DEI Committee name shall be DEIA Committee.

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## Item #4: WDB Member Status and Nomination

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### **ACTION ITEMS – VOTE REQUIRED**

With recent resignation of Mathew Martin (EVP, CA/AZ Retail Market Manager at PNC Bank) representing business sector on 3/6/2024, WDB now consists of 22 members, with nine members (45%) representing the business sector and five members (23%) representing Labor. WIOA Act requires (51%) Private Sector and (20%) Labor Sector representatives.

In addition, the following new Board Member is being proposed for consideration by the WDB as a new member nomination:

### **Nominee: Caroline Smith**

**Employer:** County of San Diego (Office of Economic Development and Government Affairs)

**Title:** Director

**WIOA Category:** Economic and Community Development

**Bio:** Caroline Smith is the Director of the Office of Economic Development and Government Affairs for the County of San Diego. In her 18 years with the County, Caroline has worked as a senior policy advisor to a County Supervisor and held various roles in the Health and Human Services Agency and Strategy and Intergovernmental Affairs. In her current role Caroline oversees the County's Federal and State Legislative Portfolio, the County's strategic planning, regional Economic Development, Arts and Culture, and Grant Programs. She works closely with all County departments and regional stakeholders to pursue policy, legislation, and grant opportunities that meet the County's vision of a just, sustainable, and resilient future for all.

### *Why are you interested in serving on the Workforce Development Board?*

SDWP provides a critical role in the region. As the Director of the recently established Office of Economic Development and Government Affairs at the County, we can serve as an important partner, resource, and collaborator to move the needle on workforce activities to enhance the entire region and the communities we collectively serve. In addition, the County has Supervisors that sit on the Policy Board that we work with closely to implement their policy vision, and it will be an important nexus between the WDB and the Policy Board for the County to have representation on each. I look forward to help coordinate conversations, leverage the work of the entire County enterprise, and interface with our Board of Supervisors to help move the work of the WDB forward.

### *Please describe any other community involvement activities:*

None at this time related to my role at the County.

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## Item #5: WDB Committees Chair and Membership

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### **ACTION ITEM – VOTE REQUIRED**

Kurling Robinson, WDB Chair will provide organizational updates on WDB Committees membership and assignments.

- Currently, we have four (4) active committees (Executive, Audit, DEIA, and JPC)

#### **New Executive Committee will consist of seven (7) members:**

Kurling Robinson (WDB Chair)  
Ricky Shabazz (WDB Vice Chair)  
Carol Kim (Secretary)  
Veronica Dela Rosa (Treasurer)  
Audit Committee Chair  
DEIA Committee Chair  
Other WDB member(s) appointed by the Chair

#### **Audit Committee currently consists of five (5) members:**

Kurling Robinson (WDB Chair)  
Veronica Dela Rosa (Treasurer)  
Rick Vaccari  
Tracy Drager Sandoval (Auditor and Controller - San Diego County) (Non-WDB Member)  
Rolando Charvel (CFO City of San Diego) (Non-WDB Member)

#### **DEIA Committee currently consists of seven (7) members:**

Kurling Robinson (WDB Chair)  
Ricky Shabazz (WDB Vice Chair)  
Carol Kim (Secretary)  
Brisa Johnson  
Danene Brown  
Jeff Noyes  
Mimi Rosado (Founder and Coach at Bears & Butterflies Consulting) (Non-WDB Member)

**Joint Personnel Committee (JPC) consists of six (6) members** (WDB Chair, WDB Vice Chair, and one other member appointed by the WDB, and three members representing the Policy Board).

Pursuant to the organization's bylaws, the WDB Chair, Vice Chair, and one other WDB member appointed by the board shall serve as the three representatives of the WDB. Since the Chair and Vice Chair have been duly elected, the Board should appoint the 3rd member.

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## Item #6: Adopt a School Project Update

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

Sarah Burns, Director of Learning at San Diego Workforce Partnership, and Sasha Knox, Associate Dean of Strong Workforce at San Diego City College, to provide a presentation on Adopt a School Program.

### **Project overview:**

Adopt-a-School is a collaborative approach to bring career and college readiness to elementary and middle schools in the Lincoln, Morse and Crawford Clusters, recognizing that our most deserving populations in this area need program support. This project is championed by the board DEI committee, and is a collaboration between San Diego City College, the San Diego Workforce Partnership, and San Diego Unified School District, with support from several other organizations. Key program elements include:

1. Guided self, college, and career exploration workshops
2. Educator capacity building
3. College awareness and readiness
4. Mentorship
5. Industry exposure
6. Campus wide career events

The program was piloted with 6<sup>th</sup> graders at Millennial Tech Middle School in Spring 2022. The pilot included four classroom visits where a team from all three institutions introduced career exploration curriculum & supported students in using Xello, a college & career readiness software. The program will launch in its full capacity in spring of 2024 with two schools, and will include the following elements:

#### Millennial Tech Middle School (MTM)

- 8<sup>th</sup> grade students (the same we piloted with when they were in 6<sup>th</sup> grade) will participate in a five-part program including:
  - Two class visits
  - Field trip to San Diego City College
  - Career panel (guest speakers) on campus
  - College & career fair on the MTM campus for students and families
- Further, the Workforce Partnership will delivery professional development teachers at this campus on career development best practices.

#### Mann Middle School

- 8<sup>th</sup> grade students will participate in a three-part program pilot including:
  - One classroom visit
  - Field trip to San Diego City College
  - College & career fair on the Mann campus for students and families

These program elements will be supported by college students from equity cohort programs at City College. These older students will enhance their own professional skills through training and experience in the workplace. Additionally, they will act as mentors and role models for the middle school students.

There are several ways for SDWP board members to support this program in the coming months:

- **May 13, 1–4 p.m.** – College & career fair at MTM
  - Participate in a panel or host a session for students and/or families (as a potential recruiting opportunity)
- **April 18, 9 a.m. – 1 p.m.** – field trip to City College
  - Employers are welcome to offer 20-30 minute breakout sessions to promote awareness of jobs at their companies.
- **Week of May 6** (final date TBD) – career panel at MTM
  - Board members are encouraged to participate on a panel to share their career journey with middle school students
- **Date TBD** – College & career fair at Mann
- **Sponsorship** – we welcome financial and in-kind sponsors (branded collateral for students, etc.) Please contact Sasha Knox ([sknox@sdccd.edu](mailto:sknox@sdccd.edu)) for more information.

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## Item #7: LVN & HVAC Contracts Updates

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

On December 7, 2023, the WDB deliberated and approved two proposals for contracts: one with Internal Health Group DBA Dalrada Career Institute for \$222,000 concerning the Licensed Vocational Nurse (LVN) Program, and another with ATA College for \$174,000 regarding the Heating, Ventilation, and Air Conditioning (HVAC) program. Subsequent assessment of project viability and funding availability for this program year has led to the decision not to proceed with either contract. Additionally, we've effectively met the required spending for training services with EDD for PY24.

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## Item #8: Statements of Economic Interest (Form 700)

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

Board members should have received a notice via email from the County regarding the submittal of Form 700 (Statements of Economic Interest) for **2023**.

The Political Reform Act requires officials and employees who are designated in SDWP's Conflict of Interest Code to file a Statement of Economic Interest (Form 700) annually. The following information is provided in order to ensure your compliance with FPPC regulations. As a designated Conflict of Interest Filer, you may now prepare and submit your Form 700 electronically using the eDisclosure system. The filing deadline is **April 2, 2024**.

The eDisclosure system will make it easier for you to comply with reporting requirements. This system is secure and password-protected; it assists you with filling out the form accurately, completely, and performs an error-check prior to finalization. Once you complete your Form 700 in eDisclosure, the next time it is necessary to submit a Form 700, the system allows information to be copied from a prior year's filing. You will have access to eDisclosure 24 hours a day, and online help is available in the form of video tutorials and user guides under the Help Menu.

As a designated code filer, you will see a list of positions for which you are required to file Form 700's. Once you have completed your form, the system will provide you the option to electronically submit your Form 700. Once submitted, your form will be saved in your online e-filing cabinet under the "Previous Filings" menu.

To commence using eDisclosure for e-filing of your Form 700, please take the following steps:

1. Watch a six minute "how to" video at this link:  
<http://www.southtech-tutorials.com/eDisclosure/FilerDemo/tutorial.html>
2. Access eDisclosure system and complete your Form 700 at this link:  
<https://www.southtechhosting.com/SanDiegoCounty/eDisclosure>
3. Deadline to submit Form 700 -- April 2, 2024.