

Workforce Development Board (WDB) Agenda

Date: Thursday, May 16, 2024
Time: 12:00 p.m. — 2:00 p.m.
Place: 9246 Lightwave Ave, Suite 100, San Diego, CA 92123
Zoom: <https://workforce-org.zoom.us/j/85948590428>
Meeting ID: 859 4859 0428

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: June 13, 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.

Item #1: **WDB Chair Updates**

INFORMATION ITEM – NO VOTE REQUIRED:

WDB Chair, Kurling Robinson, to provide updates on WDB membership, onboarding and offboarding, term limits, and September board retreat. These updates aim to keep board members informed about the organization’s progress and future plan, fostering transparency and collaboration within the board. In addition, WDB Chair will provide an update on the latest progress around the Joint Personnel Committee (JPC) and the permanent CEO selection process underway.

Item #2: SDWP CEO Updates

INFORMATION ITEM – NO VOTE REQUIRED:

CEO Tony Young and staff to provide update on 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.

Item #3: NAWB Briefing on WIOA Reauthorization

INFORMATION ITEM – NO VOTE REQUIRED:

Representatives from the National Association of Workforce Boards (NAWB) will share information about the latest actions in Congress on a bill to reauthorize the Workforce Innovation and Opportunity Act (WIOA), and how workforce boards can advocate for improvements to the bill.

Item #4: **SD County Economic Development Strategy**
Briefing

INFORMATION ITEM – NO VOTE REQUIRED:

The County of San Diego’s Director of Economic Development & Government Affairs Caroline Smith (WDB Member) and Deputy Director of Economic Development & Prosperity Steve Lockett will provide a presentation on the County’s economic development priorities and strategies.

They will discuss the role of the Office of Economic Development and Government Affairs (EDGA) in the County’s economic development efforts, as well as the County’s Comprehensive Economic Development Strategy (CEDS). They will also discuss areas of alignment and cooperation with the San Diego Workforce Partnership.

Item #5: FY25 Budget Preview

INFORMATION ITEM – NO VOTE REQUIRED:

FY24 Budget was set at \$36.5M. Our projected expenditure to date is trending at \$36.0M. Some programs (e.g. Equal Representation in Construction Apprenticeship, State Peer Support and Google/Social Finance) adjusted the timing of their activities causing a reduction in expenses. The projected headcount was 160 while the current headcount is around 130. We are currently identifying and eliminating inefficiencies to improve the structure of our organization while increasing productivity and efficiency.

FY24 FYTD (07/01/23-03/31/24) expenditures were budgeted at \$27M. We are currently at \$25.2M. The deficit is attributed to lower personnel count and enrollment with regards to supportive services. This is offset by an increase in professional fees and contractor payments due to timing of services.

The FY25 Budget was developed in conjunction with organizational restructuring initiatives. This was driven by optimization of WIOA funding across the organization, congruent with the mandate for WIOA to support the entire workforce system as well as the need for efficiency as we project substantial growth in the coming year.

We anticipate an \$8.9M increase in spending for FY25. Due to our reputation for innovation, we have secured many large grants that will require thorough planning and execution. FY24 timing of activities also shifted leading to a ramp up of spending in FY25. Listed below are key items for consideration throughout grant management as well as major grants that will require focus to ensure funds are fully spent down prior to expiration.

Key Items for Grant Management:

- Timing of events
- Hiring of personnel
- Selection and management of subrecipients/contractors
- Contractual execution of agreements
- Networking
- Capacity building

Major Grants:

- State EMS Fire Pilot Pathways – 5.0M
- State Peer Support – 5.0M
- CWDB HRCC RWF - 6.4M
- OYA Career Pathway - 2.5M
- HIRE Reentry Works – 5.0M

Item #6: Approval of the April 18, 2024 Minutes

Minutes of the April 18, 2024 WDB Meeting

Members Present

- | | | |
|-------------------|-------------------|-------------------------|
| 1. Aida Rosa | 7. Dora Mendivil | 13. Kevin Johnson |
| 2. Annie Taamilo | 8. Efrem Bycer | 14. Kurling Robinson |
| 3. Brisa Johnson | 9. Gina Lee | 15. Matt Doyle |
| 4. Carol Kim | 10. Jamie Gardner | 16. Rick Vaccari, Chair |
| 5. Caroline Smith | 11. Jeffrey Noyes | 17. Ricky Shabazz |
| 6. Danene Brown | 12. Jeremy Vellon | 18. Veronica Dela Rosa |

Members Absent

- | | |
|-----------------------|---------------|
| 1. Christina Bibler | 3. Phil Blair |
| 2. Nancy Smith-Taylor | 4. Tina King |

Staff Members Present

Tony Young, Interim President, and CEO
Brandon Harrison, VP of Operations

Call to Order

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

Non-Agenda Public Comment

None

Action Item

Item 1: Minutes of the March 14, 2024 Meeting

Motion: WDB approves the meeting minutes
Moved (J. Vellon), *Seconded* (G. Lee), Motion carried, J. Noyes
and A. Rosa abstained

Information Items:

Item 2: WDB Chair Updates

K. Robinson discussed the WDB membership, attendance, and committees' composition and functions. He suggested keeping focus on recruitment and professional development within these committees. In addition, K. Robinson shared his feedback with Edgar Blunt, Chair of Fresno Workforce Development Board regarding their successful approach to development and training.

T. Young highlighted the internal efforts to enhance the onboarding process for new board members to better understand the organization's structure, relationships with the Policy Board, and funded programs. With the understanding that the board has the final decision, he proposed to diversify the board representation, potentially by adding members e.g. from the Port of San Diego and other key private sector stakeholders.

Item 3: SDWP Organizational Updates

T. Young addressed the organization's efforts in streamlining and balancing its structure, aiming to reduce top-heaviness and focus more on frontline staffing needs. A new VP of Programs position has been created combining the roles of VP of Sector Initiatives and VP Business Engagement. In addition, this new position will oversee other programmatic teams including population-specific, training, and education.

Alejandra Aceves has been identified to lead these efforts, with Claudia Huerta transitioning into a new role as interim advisor for external affairs. C. Huerta's new role will be instrumental in improving engagement and strategic planning throughout the entire county.

T. Young thanked board members, K. Robinson and V. Dela Rosa for their support and collaboration in the recruitment process for the VP of Programs and Director of IT positions.

Both K. Robinson and V. Dela Rosa expressed their gratitude to the SDWP executive team for including them in the interview process. They shared their satisfaction with the decision-making process and felt confident about their representation in it.

J. Gardner suggested pulling key performance indicators (KPIs) related to turnover and employee satisfaction, comparing current metrics to those from a year ago to assess progress.

T. Young emphasized the importance of considering the impact on employees' engagement and satisfaction with their work. He acknowledged that these metrics are part of the broader strategic picture, with all numbers being involved in the process.

R. Shabazz mentioned that the DEIA Committee has been actively engaged in analyzing hiring data. The staff had two presentations on hiring and are working to refine the presentation to include additional details such as average salary and other pertinent information.

T. Young reviewed the latest on the Strategic Plan Request for Proposal (RFP) process. He provided a summary of 14 consulting firms responded to the RFP which was a positive sign of interest. The evaluation panel will review those proposals to select a consultant firm to lead the strategic planning process. He noted that the Irvine Foundation is funding this effort for which we are grateful.

T. Young also shared on his recent attendance at the National Association of Workforce Boards (NAWB) conference in Washington, D.C., where SDWP was represented and highly regarded. Additionally, to enhance the board's understanding of legislative issues and align organizational priorities, SDWP will invite NAWB representatives to the next WDB meeting to provide updates on relevant legislative matters impacting workforce boards across the country.

In addition, SDWP has been conducting career fairs regularly, with a recent event held at South County Career Center. Attendance was significant, with the venue filled with individuals seeking career opportunities. This indicates the organization's success in facilitating job opportunities and career development in the South County area.

Walmart Foundation meeting discussed the importance of skills-based certificates and competency-based hiring. D. Brown commented that the meeting provided an opportunity for collaboration, not only on the operational side but also on addressing workforce needs. T. Young shared that SDWP plans to further explore this topic and advocate for it through various channels.

Action Items:

Item 4:

Relocation of South County Career Center – New Lease

B. Harrison presented the proposal for a new seven-year lease for a new location in South County. He highlighted significant cost savings compared to their current lease. The new space offers a 30% reduction in rent, amounting to \$38,800 per month compared to the current \$55,000. Additionally, the landlord has committed \$1.3 million for leasehold improvements.

SDWP plans to move the South County Career Center into the new location starting April 1st next year. He added that this move is expected to result in substantial savings while improving the quality of the facilities.

J. Noyes inquired about the Career Center's partners such as the Department of Rehabilitation (DOR) representative and whether these partners will be relocated to the new location too.

B. Harrison clarified that partners will be relocated into the new location as the new location has two floors to accommodate all partners.

K. Johnson inquired about the average price and the annual increase rate. D. Melda clarified the annual rate and provided an overview of the South County area average rate.

Motion: WDB approves South County Career Center New Location lease and authorizes SDWP Management to execute the lease *Moved* (D. Mendivil), *Seconded* (R. Shabazz), Motion carried, J. Noyes and A. Taamilo recused themselves from the vote.

Item 5:

WDB Retreat Schedule

The Board discussed the upcoming retreat schedule, emphasizing the need to focus on understanding SDWP's identity and its potential future direction. The retreat will coincide with the strategic planning process and will aim to explore possibilities for the organization's growth and impact. Additionally, there will be a focus on understanding the role and potential of workforce boards both locally and nationally.

The board members decided to schedule the WDB retreat on September 19 & 20.

J. Gardner suggested having staff compare their day-to-day activities to gain a better understanding of their work, and he proposed to delve into the details of various programs to enhance comprehension.

K. Johnson also suggested simulating the experience of an applicant entering the workforce. This involves actively engaging in the process, such as going through projects and tasks to gain first-hand experience. The aim is to understand the challenges and opportunities faced by high school graduates and identify areas for improvement.

E. Bycer emphasized the need to address the challenges facing the workforce system, particularly in light of current global issues such as climate change and technological advancements. He addressed the importance of positioning the organization to address these challenges effectively.

Furthermore, he highlighted the need to dispel the notion that the workforce system is merely about providing the “best” job opportunities in town, emphasizing a broader mandate of fostering sustainable employment and addressing systemic issues.

D. Mendivil requested to focus on actionable steps to improve services and ensure inclusivity within the workforce system. She emphasized the importance of each board member understanding their role in advancing the organization’s mission and actively contributing to its success.

Dr. Doyle emphasized broadening the perspective to include a comprehensive understanding of the workforce partnership’s impact, particularly regarding the distribution of students and workforce participants across different regions, he highlighted the importance of recognizing that a significant portion of participants come from the northern area, underscoring the need to focus efforts and resources accordingly.

V. Dela Rosa highlighted the need to assess SDWP’s presence across various regions and communities. She suggested evaluating the current plan to ensure alignment with broader objectives, including enhancing name recognition and understanding the organization’s reach.

A. Taamilo highlighted the importance of ensuring every board member understands the roles of various agencies such as the AJCC and their relevance to SDWP’s mission. She added that investing in this understanding can empower board members to advocate for the organization’s objectives and effectively communicate its message.

J. Noyes shared his concern about barriers to accessing services, particularly at certain locations like the American Jobs Center in California. He highlighted issues such as security measures and physical barriers that hinder individuals from easily accessing services. Additionally, he emphasized the importance of addressing these barriers to ensure accessibility and openness to the public, aligning with the organization’s mission to serve the community.

J. Vellon requested to establish one or two key performance indicators (KPIs) as metrics to demonstrate progress and impact within the community. These KPIs could focus on areas such as average placement rates for program participants. The goal is to set measurable benchmarks that align with SDWP’s objectives and track improvements over time, fostering accountability and transparency between the board and staff.

G. Lee highlighted the importance of considering multi-generational dynamics in the workplace, particularly regarding talent retention and attraction. She acknowledged differences between generations, such as

Gen Z, boomers, and Gen X, and suggested that understanding these differences can inform strategies for retaining and attracting talent.

R. Shabazz suggested having volunteers from the board work with staff on developing the board retreat agenda.

Both K. Robinson and T. Young thanked the board members for their feedback and suggestions. They highlighted the collaborative environment between the board and staff.

Information Items:

Item 6: Overview of SDWP Legal Structure

A. de Castro, SDWP General Counsel, presented to the board the legal structure of SDWP. He clarified the roles and relationships between the Policy Board, the Workforce Development Board, and the Joint Personnel Committee. He added that the Policy Board consists of government entities such as the County and City of San Diego as well as a nonprofit entity representing the community.

Under the Joint Power Agreement (JPA), the Policy Board grants authority to oversee workforce development activities. This includes approving contracts, appointing WDB members, and evaluating the CEO's compensation through the Joint Personnel Committee.

A. de Castro discussed the unique legal structure of SDWP, which differs from other workforce development boards. This unique legal structure offers a broader scope of authority and provides the WDB the ability to address a wider range of issues and responsibilities.

E. Bycer underscored the operational benefits of the unique structure of the Workforce Development Board, which combines representatives from both the public and private sectors.

This structure ensures jurisdiction over a broader laborshed, acknowledging the reality that workers often reside in one area while working in another. He highlighted San Diego County's expansive size compared to other regions and emphasized the practicality of the partnership's coverage.

The board members discussed the communication and engagement process with the Policy Board. It was clarified that as public boards, Policy Board meetings are open to the public. However, the importance of leadership and self-regulation within the board was emphasized. Additionally, a proposal to incorporate discussions about engaging with the Policy Board into future board retreats to ensure a structured approach to communication and collaboration.

Item 7: Conflict of Interest Policy

A. de Castro, SDWP General Counsel, discussed the Conflict of Interest Policy, highlighting its importance and areas of potential improvement. He explained key points of the policy, emphasizing the board members and staff to disclose any financial interests that could potentially influence decision-making. The aim was to ensure clarity and adherence to the Conflict of Interest Policy within the organization.

The board members inquired about the Conflict of interest Policy, both old and new. Examples were highlighted and discussed for further clarity, particularly in cases involving board members' involvement in transactions.

Item 8:

WDB Committees Updates (Executive, DEIA, Audit)

J. Gardner discussed the continued involvement in veteran affairs and expressed his commitment to moving forward with the project. T. Young noted that five employees within SDWP have been identified to support the project, with the possibility of bringing additional external expertise if needed.

R. Shabazz updated the board on the progress of the DEIA Committee. He mentioned that they have been working with staff to develop a hiring organizational structure and have engaged in discussions regarding the transition and changes within the organization.

R. Vaccari shared that the Audit Committee will be convening to review and discuss the audit report. He mentioned that efforts are being made to involve more individuals in the auditing process. The goal is to ensure a clean audit of the organization's financials.

K. Robinson highlighted various aspects of the Executive Committee composition and membership, including onboarding and offboarding best practices, term limits, and reviewing bylaws related to term limits. He emphasized the need to recognize and honor board members for their services, potentially through a plaque or similar acknowledgment.

Adjournment

K. Robinson adjourned the meeting at 1:19 pm.

Item #7: **Employer of Record Contract Authorization**

ACTION ITEMS – VOTE REQUIRED

RECOMMENDATION:

Request for WDB to authorize SDWP management to approve SUNA as our new Employer of Record (EOR) for an initial 1-year term from July 1, 2024 – June 30, 2025 for an amount not to exceed \$250,000 per year and a concurrent execution of a 1-year extension under the same terms for continuity of services through FY26.

SCOPE OF WORK:

The selected EOR service provider will be responsible for the following:

1. Onboarding, payroll processing, and tax compliance for our participants.
2. Providing benefits administration and support to our participants.
3. Ensuring legal compliance in employment and labor regulations.
4. Managing and mitigating employment-related risks.
5. Timely and accurate reporting of payroll and employment data.

BUDGET:

The \$250,000 maximum contract amount is based on SUNA's markup fees of 21% for payroll processing and 4% for processing of stipends. At the moment, SDWP estimates requesting services for roughly \$400,000 in payroll and \$500,000 in stipends in FY25, which would translate to roughly \$104,000 in fees for SUNA in FY25. This amount is subject to change based on demand for EOR services across our relevant programs.

BACKGROUND:

SDWP works with qualified and experienced EOR service providers to support our organization in the management of employment and payroll responsibilities for those programs offering subsidized wages for our program participants. Programs offering subsidized wages often consist of short-term (>200 hours of work experience) in office settings performing a variety of administrative tasks. Funding for the subsidized wages programs is derived from private, local or state government grants.

Two RFPs for an EOR service were issued in 2017 and 2019, for a 12-month period. In both cases, SDWP entered into contract with Signature Staff Resources, LLC which were renewed annually for 6 years, ending currently on June 30, 2024. The current annual amount not to exceed is set at \$1M.

Following a thorough review of services provided and intent of competitive bid, SDWP issued a new Request for Proposal (RFP) on February 2, 2024 with a deadline of March 1, 2024, receiving a total of 14 proposals. Following a two-stage panel review process, the panel interviewed the top three candidates. The RFP selection panel concluded that SUNA had the best proposal, including a most comprehensive transition and system integration plan, meeting SDWP business needs.

Item #8: WIOA Youth Subcontracts Renewal Authorization

ACTION ITEM – VOTE REQUIRED

Recommendation: WDB to authorize the renewal of seven (7) current WIOA Youth subrecipient contracts.

The specific contracts details are as follows:

Item #	Subrecipient	Amount	# Served	Cost Per Person
6.1	ACCESS – Career Centers	\$1.5M	300	\$5,000
6.2	ACCESS – Foster Youth	\$600k	86	\$7,000
6.3	ACCESS – San Pasqual Academy	\$400k	57	\$7,000
6.4	SBCS – Justice-Involved Youth	\$600k	86	\$7,000
6.5	SD Continuing Education – ELL/Immigrant/Refugee	\$600k	86	\$7,000
6.6	SDYS – Unhoused Youth	\$600k	86	\$7,000
6.7	YMCA – Black Opportunity Youth	\$600k	86	\$7,000
Contract Outcomes (set by EDD on 9/15/22)				
<ul style="list-style-type: none">• 67.7% enrolled in education or training, or employed (placed) at six and 12 months• \$4,800 quarterly median earnings• 67% of in-school youth and 61% of out-of-school youth attain a credential• 50% will show a gain in skills through training or education				

Contract Term: July 1, 2024 – June 30, 2025

New contract or renewal: Renewal

Option Years: Access (SPA): This is an ongoing, sole sourced contract that is reviewed annually for renewal.

All others are in the third option year of a four-year contract that is renewed annually based on performance and available funding.

Contract Payment Terms: Cost Reimbursement

Contractor Selection: Access (SPA): A Memorandum of Understanding (MOU) was developed formalizing the partnerships among the County of San Diego Child Welfare Services, the San Diego County Office of Education, Access, Inc. and the Workforce Partnership in 2001. Based on the unique structure of SPA, this arrangement has been approved as a Sole Source by the State of CA.

All other contracts were competitively procured and approved by the Board in 2021.

Scope of Work: WIOA Youth Workforce Development services, including, but not limited to program enrollment, assessment, work-readiness training, job/internship placement, enrollment in education and training, career coaching and exploration, supportive services, mentorship, and financial literacy.

Background: Each of these providers was selected during a competitive Request for Proposal (RFP) process that was conducted in the fall/winter of 2020, for services beginning July 1, 2021. One provider was selected to provide countywide career center services, accessible through all of our current Career Centers, as well as additional satellite locations.

Additional providers were selected to provide population-specific programming to populations that had been identified through research and community input, to have additional barriers to employment, education, and training. Each of these providers has a specific population they serve.

Item #9: Helping Justice Involved Reenter Employment (HIRE) Subcontracts Authorization

ACTION ITEM – VOTE REQUIRED

Recommendation: The WDB authorize SDWP to issue new contracts for the following eight (8) organizations that will provide Reentry Services throughout the County of San Diego:

The specific subcontracts are as follows:

Item #	Subcontractor	Amount	Service Provided
7.1	Always Ready for Southern California	\$350K	Mentoring, Leadership, Supportive Services
7.2	Kitchens for Good	\$750K	Vocational Training
7.3	Lived Experiences	\$350K	Mentoring, Leadership, Resources and Family Restoration
7.4	Restoring Citizens	\$350K	Housing, Supportive Services, Mental Health Services
7.5	Rise Up Industries	\$350K	Vocational Training-Manufacturing
7.6	SBCS Corporation	\$700K	Supportive Services, Family restoration, Mentoring, Mental Health and Housing
7.7	Vehicles for Change	\$350K	Vocational Training-Automotive Industry
7.8	Women Initiating Success Envisioned Inc	\$350K	Housing, Supportive Services, Mental Health Services

Contract Term: July 1, 2024 – June 30, 2025

New contract or renewal: New

Contract Payment Terms: Cost Reimbursement

Contractor Selection: Based on the unique structure of the CWDB-HIRE grant opportunity for community-based organizations that serve specifically the justice-involved and justice-impacted community, this arrangement has been approved as Sole Source by the State of CA.

Scope of Work: HIRE Network services, including, but not limited to program enrollment, assessment, work-readiness training, job/internship placement, enrollment

in education and training, career coaching and exploration, transitional living, mental health services, vocational training, supportive services, mentorship, and financial literacy.

**Item #10: High Road Construction Career (HRCC)
Subcontracts Modification Authorization**

ACTION ITEM – VOTE REQUIRED

That the WDB authorize SDWP to extend three (3) subcontracts funded by High Road Construction Careers: Resilient Workforce Funding (HRCC: RWF). The specific subcontracts are as follows:

Item #	Contractor	Action	Contract Value	Outcomes	Cost Per Person
8.1	San Diego Continuing Education Foundation	Subcontract Term Extension + FY25 funding addition	\$356,703	48 served, 39 trained	\$7,431.31
8.2	San Diego Building & Construction Trades Council	Subcontract Term Extension + FY25 funding addition	\$583,351	74 placed	\$7,883.12
8.3	Southwestern College	Subcontract Term Extension only	\$371,260	48 served, 39 trained	\$7,734.60

Contract Outcomes (determined by California Workforce Development Board contract 7/18/23)

For Training Providers:

- Funding covers 2 cohorts (cohort cap: 24) for a maximum of 48 students
- 80% of enrolled individuals complete training and earn MC3 and other industry recognized certifications
- Delivery of weekly stipends, supportive services, and other resources are tracked in SGDS (State Grants Data System) and entered no later than 7 days after service delivery

For SDBTC:

- Hire, train, certify Instructor for each Training Provider location and MC3 Program Lead
- Ensure 96% of all completed individuals receive placement (apprenticeship, employment, post-secondary education)

Contract Term Extension: July 1, 2024 – June 30, 2025

New contract/Renewal/Extension: Extension

Option Years: Available based on performance and funding

Contract Payment Terms: Cost Reimbursement

Background:

SDWP's boards approved subcontracts in September 2023 for San Diego Continuing Education Foundation, Southwestern College, and San Diego Building & Construction Trades Council under the HRCC: RWF (Resilient Workforce Fund) grant.

The total grant period for HRCC: RWF runs through March 2026. Under this multi-year contract, SDWP has elected to issue partner subcontracts on a fiscal year basis to manage performance and budget spenddown. Training provider subcontracts focus on the delivery of the educational components, delivering supportive services and stipends, and supporting data entry and outreach. SDBTC is funded for their efforts to hire, certify, and maintain quality control over MC3 instructors and programs (both funded by HRCC and by other sources) and for participant placement efforts in union apprenticeships and on the job with signatory contractors. Based on the proprietary nature of the MC3 curriculum alignment with CWDB's High Roads initiative, these entities have been approved as a Sole Source by the California Workforce Development Board (CWDB).

HRCC: RWF Program Progress and Proposed Subcontract Changes:

HRCC: RWF Outcomes	# of Participants	Outcomes To Date
Enrolled	288	61
Completed (MC3 Earned)	224	16 (2 cohorts in progress)
Placed (Apprenticeship)	214	7 placed, 9 pending
Placed (Post-Secondary Ed)	71	0

San Diego Continuing Education Foundation (SDCEF): SDWP recommends the extension of SDCEF's current subcontract through FY25 (June 30, 2025) at a funding level of \$356,703. The extension and funding will allow SDCEF to host two additional cohorts in FY25. At the time of writing, SDCEF is hosting its second cohort (expected graduation date: May 24, 2024) and is meeting all contractual and programmatic responsibilities. Any uninvoiced funds from FY24 will be confirmed in Q1 of FY25.

San Diego Building & Construction Trades Council (SDBTC): SDWP recommends the extension of SDBTC's current subcontract through FY25 (June 30, 2025) and add \$37,195 to current subcontract (\$546,156) to cover the costs of Math Instructors, AutoCAD Instructors, and OSHA Instructors. These instructors will be considered Building Trades' Council staff. SDBTC is meeting all contractual and programmatic responsibilities.

Southwestern College (SWC): SDWP recommends the extension of SWC's current subcontract through FY25 (June 30, 2024) with no additional funds added at this vote. Southwestern College received private funding from SDWP via the ACCORD grant in early 2023 to launch its ARP as delays were expected and occurred with CWDB

contracting. As a result, Southwestern College very effectively leveraged its ACCORD funds to cover two ARP cohorts in FY24 without significant invoicing to HRCC: RWF and therefore only an extension of the subcontract is needed without adding more funds. At the time of writing, SWC is hosting its second cohort (expected graduation date: May 28, 2024) and is meeting all contractual and programmatic responsibilities.

Scope of Work: The [Apprenticeship Readiness Program \(ARP\)](#) is a multi-week program that prepares pre-apprentices to launch successful careers as construction apprentices and upon successful completion, individuals earn their MC3 (Multi-Core Craft Curriculum), OSHA (Occupational Safety and Health Administration), CPR, First Aid, MEWP (Mobile Elevated Worker Platform), and AutoCAD certifications, in addition to learning other industry-recognized skills that are critical to a career in the trades. Throughout their program journey, students receive career exploration with job site visits, meetings with unions and signatory contractors, and post-program placements.

San Diego Continuing Education Foundation and Southwestern College serve as two of the four California Workforce Development Board and San Diego Building & Construction Trades Council approved training providers to deliver the ARP. They will receive enrolled individuals from SDWP, host the ARP, support outreach efforts to their unique communities, and promote retention through the duration of the program by delivering supportive services and stipends to participants. Training providers are responsible for tracking key data with support from SDWP.

San Diego Building & Construction Trades Council hires and certifies the region's MC3 Program Lead and Instructors to ensure they meet the requirements established by North America's Building Trades Union (NABTU), Trades Futures, and Apprenticeship Readiness Collaborative (ARC). Staff under SDBTC will be responsible for curriculum & program development, instruction, assessment, mentoring, and post-program placements in union apprenticeship programs and/or with signatory contractors.