San Diego
Workforce
Partnership

**Workforce Development Board (WDB)
DEIA Committee Agenda**

Date: June 20, 2024
Time: 9:00 – 10:30 a.m.
Place: In person & via Zoom
9246 Lightwave Ave, Suite 100, San Diego, CA 92123
https://workforce-org.zoom.us/j/83263771480
Meeting ID: 832 6377 1480

Welcome

Ricky Shabazz – Chair
- Call the meeting to order

AGENDA ITEMS

- Item #1: Non-Agenda Public Comment

Action Items

- Item #2: Minutes of April 11, 2024, DEIA Committee Meeting
- Item #3: DEIA Committee Chair Election

Information Items

- Item #4: Screening Process for Job Candidates
- Item #5: SDWP Employment Demographics
- Item #6: DEIA Pillars Overview
- Item #7: FY25 DEIA Committee Priorities

Adjournment

Next Meeting: August 29, 2024 at 9:00 am

PUBLIC COMMENT: Members of the public may address the Committee on issues on the agenda (three minutes per subject) and/or other items within the Committee's scope. To speak, use the "Raise Hand" function at the time of public comment. The SDWP will provide accommodations to persons who require assistance. Questions: (619) 228-2900.

Item #1:   Non-Agenda Public Comment

Opportunity for members of the public to speak to the DEI Committee on any subject matter within the Committee's jurisdiction but not an item on today's agenda.

Item #2:   Minutes of April 11, 2024 DEI Committee Meeting

ACTION ITEM – VOTE REQUIRED

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WDB - DEIA Committee
Meeting Minutes: April 11, 2024

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Members Present

Kurling Robinson (WDB Chair), Ricky Shabazz (WDB Vice Chair & Committee Chair), Carol Kim, Jeffrey Noyes, Mimi Rosado, Tina King.

Staff Members Present

Khaleda Atta, COO
Adam Jacobs, Communications Director
Misha Snow, People and Culture Manager
Delia Rinaldi, People and Culture Business Partner

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

The meeting was called to order by Ricky Shabazz at 9:05 am with a quorum.

Non-Agenda Public Comment:

None.

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Action Items

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Item 1:   **Minutes of the February 22, 2024 DEI Committee Meeting**

Motion: The committee approves the meeting minutes.
Moved (K. Robinson), Seconded (M. Rosado), Motion carried unanimously.

Item 2:   **DEIA Committee Chair Election**

R. Shabazz proposed postponing the election of the DEIA Committee Chair due to the absence of a committee member. He asked the committee members' preferences on whether to proceed with the election or wait to postpone it to the next committee meeting.

He noted that the DEIA chair serves on the Executive Committee. R. Shabazz is serving a dual role as WDB Vice Chair and DEIA Committee Chair. He expressed his willingness to step aside as DEIA Committee Chair

to allow another member the opportunity to lead the Committee and serve on the Executive Committee.

In addition, he highlighted the committee's involvement in different initiatives such as Adopt a School, the internship program, and SDWP internal diversity efforts. DEIA Committee Chair duties including working with the staff to develop meeting agendas, meeting schedules, notes, and follow-ups on the initiatives were discussed. The importance of these roles and the need for efficient management of responsibilities were emphasized.

As there were three absent committee members, the committee members decided to postpone the Committee chair election to the next meeting.

Information Items

Item 3:   **2024 DEIA Committee Calendar**

The committee members discussed and approved the proposed committee 2024 meeting dates with a discussion planned for June or August to determine the meeting frequency for 2025. The proposed meeting dates were June 20th, August 29th, October 24th, and December 12th. R. Shabazz acknowledged M. Shkara, Compliance Analyst and Board Liaison at SDWP for his excellent work in managing agendas and presenting data.

Item 4:   **DEIA Committee Status**

R. Shabazz addressed the current committee membership. Two (2) WDB members (Dora Mendivil and Dr. Tina King) joined the DEIA committee. The committee currently consists of nine (9) members; K. Robinson, R. Shabazz, C. Kim, B. Johnson, D. Brown, D. Mendivil, J. Noyes, M. Rosado (non-WDB Member), and T. King.

K. Robinson mentioned that WDB member E. Hidalgo resigned his seat on the board due to commitment matters but will provide feedback on certain DEIA initiatives like the Adopt a School initiative.

Item 5:   **Vetting Process for Job Descriptions & Communication Strategy**

M. Snow updated the committee on the People and Culture's ongoing strategy and efforts integrating DEIA principles into their operations. Following previous discussions, efforts have been made to enhance visibility and inclusivity in job postings by incorporating statements about DEIA availability.

Additionally, there has been a comprehensive optimization of SDWP's website and social media platforms, utilizing hashtags to amplify DEIA-

related content. SDWP has expanded job posting visibility through platforms like ZipRecruiter, indeed, Facebook, and is now exploring opportunities with CWA. The organization has also implemented practices in line with the Department of Labor, and EEOC guidelines, including affirmative action policies.

Moreover, the People and Culture team has assumed full responsibility for sourcing and screening candidates, ensuring equitable practices and followed throughout the recruiting and onboarding processes.

The Committee commended these efforts, recognizing significant progress and the ongoing commitment to enhancing recruitment and hiring processes while adhering to DEIA principles.

M. Rosado inquired about accommodating candidates with specific needs, such as those on the autism spectrum or those who are deaf. She emphasized the importance of considering accessibility needs from the outset, such as arranging sign language interpreters or ensuring wheelchair access.

M. Snow highlighted the need to ask candidates about their accessibility requirements early in the process to avoid any last-minute issues.

J. Noyes inquired about the difference between "protected veterans" and "veterans".

M. Snow clarified that while all veterans have served in the military, protected veterans specifically include those who have disabilities, making them eligible for certain protections against discrimination. This is to ensure compliance with legal standards and emphasize inclusivity for those with service-related disabilities.

R. Shabazz proposed working with the People and Culture team on refining the screening process for job candidates. He also suggested updating the job description to include the term "Belonging" in addition to "Inclusion". While inclusion ensures participation and value, belonging represents a deeper level of acceptance and integration within the organization.

A. Jacobs updated the committee on the communications team's evolving strategy, emphasizing the integration of DEIA principles into all content creation. He discussed the importance of considering their target audience's background and reading level when creating content.

In addition, he mentioned efforts to develop foreign language content and ensure the support network is in place to serve these communities.

The committee members were encouraged to engage with SDWP's content on social media, share relevant stories, and introduce potential partners.

J. Noyes highlighted the need for technical accessibility, such as alt text for images. He emphasized the importance of creating accessible content for all users, including those using screen readers and other assistive technologies.

A. Jacobs shared the communications team's initiative to redesign the website within the next five months, ensuring it meets accessibility standards.

Item 6:   **SDWP Employment Demographics (Pre & Post-Pandemic)**

D. Renaldi overviewed demographic statistics of the SDWP population before and after the pandemic. In 2019, the male population was 26% with females comprising the remainder. By December 2022, there were 97 females and 80 males. Ethnicity and race statistics for 2021 showed 38% Hispanic or Latino, 29% White, 14% Asian Indian or Alaskan Native, and a notable black population.

The 2024 statistics indicate that 44% of the population is Hispanic or Latino, 24% White, 12% Black or African American, 12% Asian, 4% Middle Eastern, 2% multiracial, 1% American Indian or Alaskan Native, and 1% Native Hawaiian or other Pacific Islander. The largest demographic group is Hispanic or Latino followed by white.

R. Shabazz requested to provide a comparison between the SDWP employee demographic to the county demographics. This will provide a clear picture of whether the organization mirrors the communities that we serve.

He also requested data on the total number of employees pre- and post-pandemic, along with the current number of vacancies, to better understand the staffing trends and how they align with community demographics.

The committee members discussed employee demographics related to tenure, age, and compensation. M. Snow added that a majority of employees, approximately 120 out of 127, have been with the organization for less than two years, reflecting recent turnover and new hires. Only seven employees have tenure exceeding five years.

The discussion also touched on the impact of the pandemic on workforce dynamics, noting a shift in employment patterns post-2021. The committee members shared their interest in monitoring trends through data comparison between December 2022, December 2023, and subsequent years to gauge ongoing organizational recalibration and stability post-pandemic.

J. Noyes inquired about the demographic makeup of staff across different career centers and their alignment with the communities they serve.

M. Snow noted that the East, South, and North County Career Center sites reflect the community they serve.

Item 7:   **DEIA Third Pillar – Assistance to Other Organizations**

R. Shabazz addressed the DEIA third pillar of Assistance to Other Organizations. This initiative aimed at assisting companies in San Diego County to diversify their labor force and navigate social discussions. He added that this initiative arose during social uprisings but was never fully implemented due to transitions within SDWP. He suggested that the committee formally abandon this initiative.

M. Rosado inquired whether abandoning this initiative would impact the SDWP's goal of ensuring that funded organizations also prioritize diversity and inclusivity.

R. Shabazz suggested formalizing this initiative as a new third pillar, involving staff to gather data on the diversity efforts of contractors and grantees.

K. Atta highlighted that a consultant was being sought to assess and advance internal DEIA efforts and support external community partners. The search for this role had faced delays, with the need to identify a suitable partner still ongoing.

R. Shabazz noted that Dr. Jones had previously worked on this but institutional knowledge was lost during organizational transitions. The Committee agreed on the need for a separate agenda item in the next meetings to discuss the consultants' role, ensure alignment with the committee's objectives, and integrate the committee's input into the consultant's scope of work.

M. Rosado to draft a project and progress plan including clear milestones to be implemented in the scope of work for the DEIA consultant contract. This will allow the committee to be aware of the service status.

The committee members agreed to list DEIA's pillars as a standing agenda item for the next committee meetings.

Adjournment: The meeting was adjourned at 10:30 am.

Item #3: DEIA Committee Chair Election

<u>ACTION ITEM – VOTE REQUIRED</u>

Under SDWP's Bylaws in Article VII (Committees), the DEIA Committee will conduct the election process to elect the DEIA Committee Chair.

- DEIA Committee Chair (Dr. Ricky Shabazz) 2021-2024

Item #4:   Screening Process for Job Candidates

<u>INFORMATIONAL ITEM – NO VOTE REQUIRED</u>

Following prior DEIA Committee's discussion, SDWP Staff to present an overview of the screening process for job candidates.

Item #5: SDWP Employment Demographics

INFORMATIONAL ITEM – NO VOTE REQUIRED

Following prior DEIA Committee's discussion, SDWP Staff to present updates on the employment demographics. DEIA Committee to discuss and identify opportunities for committee focus.

Item #6: DEIA Pillars Overview

INFORMATION ITEM – NO VOTE REQUIRED

DEIA Committee's goal is to continuously advance diversity, equity, inclusion, and Accessibility within the SDWP, employer partners, and funded partners by understanding the demographics of the people we serve and the impact on their careers due to our programs and services through targeted workforce interventions for population-specific groups to measure, learn from, and adjust our efforts as needed.

SDWP is currently developing a comprehensive four-year Strategic Plan, DEIA, to gather input and ensure alignment with the SDWP's vision, mission, and strategies.

DEIA Committee Pillars:

1. Adopt a school initiative
2. Create internal DEIA policies and practices
3. Support Businesses, Partners, and Industries in their DEIA efforts
4. Establish SDWP internships

Pillar 1: - Adopt a school initiative

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

Millennial Tech Middle School (MTM)

- 8th-grade students (the same we piloted with when they were in 6th 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 SDWP will deliver professional development to teachers at this campus on career development best practices.

Mann Middle School

- 8th 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 professional skills through training and experience in the workplace. Additionally, they will act as mentors and role models for the middle school students.

Pillar 2: - Create internal DEIA policies and practices.

The WDB's DEIA committee is dedicated to supporting best practices regarding internal and Board DEIA policies and initiatives.

Currently, this is the verbiage regarding the SDWP commitment to DEIA:

Our Commitment to Diversity, Equity, and Inclusion

The Workforce recognizes the value of having not just a diverse culture, but an equitable and inclusive one as well. From a wide variety of insights, experiences, and perspectives on the injustices of inequity, marginalization, and systemic oppression, we chose to Listen, Learn, and Act. Our goal is to expedite progress through a common vision for Diversity, Equity, Inclusion, and Accessibility (DEIA) that permeates the business strategy.

The Framework

Listen	→	Learn	→	Act
•Individual & Collective Voice		•Raise Awareness & Inform Strategy		•Sustainable Adaptive Solutions

Committee Commitments

Our commitments incorporate internal and external perspectives taking of our organization, leadership and talent, partnerships, and strategic impact. The Workforce knows the value of diversity is realized through equity and inclusion and is serious about fostering inclusive thinking as the board presides over strategy evolutions and investments. The committee understands that their actions and decisions may lead to inclusion-related implications and so employs inclusive governance practices and behaviors in all board proceedings.

1. **Imperative:** Diversity, Equity, Inclusion, and Accessibility are organizational priorities.
2. **Board Members:** Intentionally diverse, representative of the communities we serve, and their voice - reflective of their lived experience, is valued.
3. **Workforce Talent:** Nurtured and developed through strategies that ensure diverse recruitment at all levels where all are expected to embody and exhibit the values of equity and inclusion.
4. **Community Engagement:** Be intentional in our participation by actively seeking to Listen, Learn, and Act on the mission-aligned input from the communities you serve.
5. **Business Partners:** Inspire meaningful action in DEIA in our home organizations and amongst partner organizations and establish that meaningful means prioritizing DEIA and providing resources towards learning and understanding diverse communities, capacity building, and actionable allyship.
6. **Strategy & Investments:** Commit resources to grow programs in our portfolio centering marginalized communities and applying a DEIA lens to our investment strategy.
7. **Impact:** Continuously monitor and evaluate our effectiveness by analyzing data that tracks who is benefiting from our work and how to inform improvement and advancement.

Pillar 3: - DEIA Support of Businesses, Partners and Industries

The DEIA committee is committed to supporting and nurturing DEIA efforts with local Businesses, Industry, and Community partners.

Pillar 4: - SDWP Internships

Support the creation of an internship program at the Workforce partnership.

Item #7: **FY25 DEIA Committee Priorities**

<u>INFORMATION ITEM – NO VOTE REQUIRED</u>

Discussion of areas of organizational focus for FY25. DEI Committee to discuss and identify opportunities for committee focus.