

Policy Board Agenda

Date: Wednesday, March 20, 2024

Time: 1:00 pm

Place: City Administration Building, 202 C St, San Diego, CA 92101 City Council Committee Room – Floor 12

AGENDA ITEMS – OPEN SESSION:

Item 1: Non-Agenda Public Comment

ACTION ITEMS:

Item 2: Minutes of the February 22, 2024 Meeting

Item 3: JPC Membership Selection

Item 4: WDB Status and Nomination

INFORMATION ITEM:

Item 5: SDWP Organizational Updates

AGENDA ITEMS – CLOSED SESSION:

Item 6: CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
(Paragraph (1) of subdivision (d) of Section 54956.9)
Name of case: Gaines v. San Diego Workforce Partnership, San Diego Court,
Case No, 2022-00050111

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

Item #1: Non-Agenda Public Communication

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

Item #2: Minutes of the February 22, 2024 Meeting

ACTION ITEM – VOTE REQUIRED:

San Diego Workforce Partnership
Consortium Policy Board
Minutes of the February 22, 2024 Meeting

Members Present

Monica Montgomery Steppe, Supervisor, County of San Diego, District 4 (Chair)
Sean Elo-Rivera, Council President, City of San Diego, District 9 (Vice Chair)
Kent Lee, Council Member, City of San Diego, District 6

Legal Counsel Present

David Powell, Deputy City Attorney, City of San Diego
Randall Sjoblom, Senior Deputy County Counsel, County of San Diego
Audie de Castro, General Counsel, SDWP

Staff Present

Tony Young, Interim President, and CEO
Khaleda Atta, COO
Tracy Eckard, Director of Workforce Development
Adam Jacob, Director of Communication
Miguel Vasquez, VP Clients Services
Carlynn Yu, VP Finance

Location

County Administration Center
1600 Pacific Highway, Room 302, San Diego, CA 92101

All reports, memoranda, and letters contained in the agenda or distributed at the meeting shall by this reference become part of the original minutes.

The meeting was called to order by Supervisor Montgomery Steppe at 1:00 pm, with a quorum.

Non-Agenda Public Comment

Item 1 Non-Agenda Public Communication

Kurling Robinson, the Workforce Development Board (WDB) newly elected Chair, introduced himself to the Policy Board, shared his personal and professional background, and emphasized his commitment to community service.

Action Items

Item 2 2024 Policy Board Chair & Vice Chair Selection

Motion: Board approves the selection of Supervisor Montgomery Steppe as chair and Council President Elo-Rivera as vice chair.

Moved (K. Lee), Seconded (S. Elo-Rivera) Carried Unanimously

Item 3 Minutes of the November 16, 2023 Meeting

Motion: Board approves the meeting minutes.

Moved (S. Elo-Rivera), Seconded (K. Lee) Carried Unanimously

Item 4 Client Services: Adult and Dislocated Worker WIOA Funding Transfer

M. Vasquez presented the proposal for the Policy Board to authorize a transfer request with the Employment Development Department (EDD) for a revised WIOA award allocation. The current allocation was set automatically at 52% for Adult and 48% for Dislocated Worker (DW).

The proposal was to transfer 75% of the funds to Adult programs, totaling \$2.8 million. He emphasized that board approval was necessary before submitting the request to the EDD. EDD allows for transfer requests throughout the year between the Adult and DW funds due to client needs and demands. The purpose of this transfer is to align the fund allocation with the services SDWP provides.

M. Montgomery Steppe inquired about the definition of the dislocated worker in relation to the WIOA. M. Vasquez provided that a dislocated worker refers to an adult who has been notified of a layoff or termination and is eligible for unemployment insurance. Additionally, it includes spouses who have lost support due to a partner's job loss and veterans or veteran spouses who have lost work due to relocation.

Motion: Board approves and authorizes a transfer request for EDD award allocation with 75% Adult and 25% Dislocated Workers.

Moved (M. Montgomery Steppe), Seconded (S. Elo-Rivera) Carried Unanimously

Item 5

Client Services: Live Well Southeastern Internship Program Contract Renewal

M. Vasquez presented the proposal with a recommendation to approve the renewal of the sub-recipient agreement for the Live Well Southeastern San Diego Internship Program with Access for \$208,135. The program is funded by the County of San Diego and is intended to serve 65 youth between the ages of 18 and 24 and provides intensive work readiness training, covering skills such as resume preparation, interviewing, and soft skills. He added that the program has specific outcomes which were outlined in the packet.

M. Montgomery Steppe inquired about how the program is targeting its participants and what partnerships Access has with community-based organizations.

Christy Buckley, CEO of Access provided insights, explaining that the program works closely with high schools such as Lincoln, O'Farrell, and Morris, as well as various charter schools in the area. Additionally, partnerships extended to churches and other nonprofits in the region. The target is to reach out to youth and expose them to internships and other experiences around the county.

K. Lee inquired about the program's impact and outcomes over the past years. C. Buckley stated that Access had consistently met or exceeded performance criteria, including enrollment, participation in occupational training, and placement.

Motion: Board approves and authorizes SDWP's management to execute the contract renewal.

Moved (S. Elo-Rivera), Seconded (M. Montgomery Steppe) Carried Unanimously

Item 6

Conrad Prebys: Healthcare Program Contract

M. Vasquez highlighted the new program called "Welcome to Healthcare Program". The program will be initiated instead of renewing the previous program. Access, the contractor was approved as the sub-recipient for a grant of \$200,000 from the Conrad Prebys Foundation. The program targets youth aged 16 to 26 and aims to provide industry-specific occupational training. The program was designed to serve 75 youths and focus on preparing them for the healthcare industry.

Motion: Board approves and authorizes SDWP's management to execute a new contract with Access for \$200,000.

Moved (S. Elo-Rivera), Seconded (K. Lee) Carried Unanimously

Item 7

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

T. Eckard presented a subcontract recommendation for funding for the Vista Unified School District under the High Road Construction Careers Grant

(HRCC). The HRCC grant supports the Apprenticeship Readiness Program (ARP), which is centered around the multi-craft core curriculum (MC3) proprietary to the building trade union.

She added that Vista Unified School District is the third training provider certified by the San Diego Building and Construction Trades Council and the State Workforce Board, following the San Diego Continuing Education Foundation and Southwestern College. Under the subcontract, Vista will host the ARP, conduct outreach and marketing efforts, provide supportive services and stipends to participants, and assist with data and programmatic reporting.

The ARP will serve up to 72 individuals over three cohorts, with a target of 57 competing training and earning certifications including MC3, OSHA 30, CRP/first aid, mobile elevator work platform, and intro to AutoCAD. Graduates of the program are prepared for placement in Union Apprenticeship Programs, offering prevailing wages, pension contributions, and healthcare benefits without requiring a degree. Placement outcomes are the responsibility of the Building Trades Council.

The subcontract will cover the remainder of the current fiscal year and all of FY25, aligning Vista with the funding cycles of other partners. This initiative is part of a broader regional effort to expand ARP and career pathways in San Diego, particularly in North County where there are currently no feeder programs.

M. Montgomery Steppe discussed the need for additional analysis to make sure that participants going through the program would be able to be placed.

T. Eckard highlighted the recent cohort that graduated from continuing education and how 10 out of 16 graduates have already secured placements with contractors and been accepted into apprenticeship programs. She added that there will be new cohorts starting in March and May and they will be celebrating more graduates and placements.

C. Kim, a WDB member, added that the construction industry in San Diego County is experiencing significant growth, outperforming even Los Angeles County in construction activities. The Unions in the County have been consistently opening and expanding their apprenticeship programs to meet the demand. The expansion includes larger cohorts and more opportunities for members and students to participate in programs such as the MC3.

Motion: Board approves a new subcontract with Vista Unified Scholl District and authorizes SDWP's management to execute the contract.

Moved (K. Lee), Seconded (S. Elo-Rivera) Carried Unanimously

Item 8 Proposal to Adopt a Resolution to Clarify Contractual Authority and Scope

Audie Castro addressed the proposed adoption pertained to the authority of management to approve contracts without approval from the Policy Board. He added that the partnership agreement between the consortium

and the San Diego Workforce Partnership states that all contract actions must be approved by the Policy Board or delegated to SDWP management for approval.

In addition, he stated that the Workforce Development Board (WDB) approved a resolution delegating the CEO or management, under the CEO's direction, the authority to enter into contracts of \$250,000 or less without the necessity of Policy Board approval. A. de Castro proposed the Policy Board to consider adopting a similar resolution.

S. Elo-Rivera inquired about the threshold for approval of contracts. It was stipulated that the \$250,000 limit was reasonable, and there was no legal requirement for a specific threshold. He also discussed the need for oversight and the role of the Policy Board in the contract approval process.

The board along with the management team explored different ways to address this, including communication and notice if a higher threshold is reached. Potential risk to future funding if there is a lack of engagement by the Policy Board in terms of contract approval process was discussed too.

K. Lee inquired about the resolution whether it meant providing authority on all contracts up to \$250,000 or it is specific to WIOA funded contracts.

A. de Castro noted that the partnership agreement is silent on the specific issue, but it was suggested that the interpretation will apply only to WIOA contracts. However, there was agreement that the Policy Board should approve all contracts, including non-WIOA contracts.

K. Lee discussed the approval threshold for contracts and the authority of management to exercise discretion. He added that the threshold of \$250,000 seemed reasonable. In addition, he suggested that the Policy Board receive notification of contracts executed within the threshold to ensure transparency and oversight.

M. Montgomery Steppe emphasized the importance of maintaining oversight practices. She recognized the board's recent restructuring efforts and the desire to establish a culture of true oversight. Additionally, she highlighted the importance of implementing a clear notice system for the board regarding contracts. T. Young suggested implementing an internal policy to outline the notification process, which will be provided to the board for review and adoption.

K. Atta emphasized the organization's adherence to regulations and procurement processes, particularly regarding WIOA and state regulations. The organization has checks and balances in place, including a procurement team and compliance measures. She added that the organization has been subject to audits, all of which have been successful thus far, indicating adherence to standards.

Motion: Board approves the following resolutions:

- (1) The Board delegates to management, under the supervision of the Chief Executive Officer, the authority to enter into contracts up to a value of \$250,000 each to be consistent with the SDWP Board's resolution.

- (2) Any single contract or series of related contracts that exceed \$250,000 in any fiscal year shall require the vote of the Policy Board and the SDWP Board (WDB)

Moved (K. Lee), Seconded (S. Elo-Rivera) Carried Unanimously

Item 9

South County Career Center Lease Renewal

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

He added that the South County Career Center, 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. The reason for the extension is that the current location is the only feasible option until the new permanent location becomes accessible in July of this year, which would take another three to six months to complete.

Motion: Board approves the South County Career Center Lease extension proposal and authorizes SDWP management to execute the lease.

Moved (S. Elo-Rivera), Seconded (K. Lee) Carried Unanimously

Item 10

SDWP Organizational Updates

SDWP's organizational updates covered various topics including an update on WDB's new officers and committees' structures, 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 acknowledged the introduction of WDB's new Chair, Kurling Robinson as part of the new leadership structure of the organization. He discussed the upcoming steps including identifying board committees' chairs and determining the makeup of committees.

He shared the organization's plans to utilize funds to provide support to individuals affected by the recent floods and expressed the desire to be part of the response efforts. He announced that SDWP has been awarded close to \$1,000,000 in emergency additional assistance funding by the EDD to support flood relief efforts and impacted dislocated workers and businesses.

He highlighted the organization's outreach plan and partnerships with various organizations such as 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.

Furthermore, the SDWP'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.

Additionally, T. Young discussed the Strategic Plan's request for proposal (RFP), which was funded by the Irvine Foundation. The plan aims to SDWP strategy and vision as well as 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 experts in their fields, are actively involved in guiding the organization toward 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. In addition, Dr. Green will start working with a broader group to address institutional challenges in the coming months.

S. Elo-Rivera expressed his gratitude towards T. Young and the team for their swift response to the recent floods that had significantly impacted the community. He acknowledged that the situation has been tough and appreciated the team's initiative in securing additional resources. He discussed ways to deploy these funds effectively to those who have been impacted, including individuals who shared that their work had been affected and small businesses. T. Young involvement and presence on the ground during the response efforts were also noted and appreciated.

S. Elo-Rivera recognized the ongoing challenges faced by individuals affected by the recent floods, with over 1,100 people still living in hotel rooms and others residing in overcrowded family homes or inadequate housing situations.

S. Elo-Rivera discussed the importance of genuinely addressing difficult issues such as equity, justice, diversity, and inclusion within the organization. He expressed his optimism about the potential impact of the individuals being brought into the organization to confront these issues head-on. He acknowledged that these conversations may be uncomfortable but are necessary for meaningful growth and impact beyond just financial measures.

K. Lee acknowledged the importance of effective communication channels, particularly in light of recent challenges faced by the community due to the storm. He expressed his concern about the convoluted information received by individuals affected by flood which led to difficulties in accessing resources.

K. Lee emphasized the need for validation of communication efforts to ensure that people are tapping into resources from the same places and not having to call multiple sources for help. He expressed his willingness to support and champion these efforts.

T. Young highlighted the organization's effort in coordinating with the City leadership, including conversations with the City's economic lead, to align proposed initiatives with existing efforts and avoid conflicts. He described SDWP as a quasi-arm of government positioned to support and collaborate with city officials in providing services to the community.

Finally, T. Young highlighted SDWP's operational highlights, including recent two grants awarded by the Conrad Prebys Foundation for a total of \$650,000 divided into \$400,000 to provide programs to new interested individuals in entering healthcare careers and \$250,000 for organization-wide capacity building.

The California Workforce Development Board (CWDB) also awarded the organization \$4.8 million for its reentry work program to help justice-involved individuals reenter employment.

A. Jacob highlighted the organization's success in media outreach and social media engagement over the past six weeks. SDWP attributed this success to a calculated messaging strategy and T. Young's strong relationship with the media. Plans were outlined to utilize various communication channels to effectively convey information about the funding and how individuals can benefit from it.

Item 11 **FY24 Mid-Year Budget Update**

C. Yu overviewed the FY24 mid-year budget updates. She presented the financial statements indicating the FY24 budget was set at \$36.5 million and current projected expenditures are trending slightly lower at \$36.5 million. However, this does not include recently awarded funding of \$1 million, which will likely increase expenditures once the parameters of the award are known.

She added that some programs experienced delays in expenditures due to timing adjustments, such as the ERiCA grant for construction apprenticeships. Personnel headcount is currently at 139 of a planned 160 due to ongoing recruitment efforts to fill vacancies.

Looking ahead to FY25, SDWP plans to seek efficiencies and optimize fund allocation methods to better align with organizational needs.

Item 12 **Proposal for Amendment to SDWP Organizational Bylaws**

Audie Castro presented the proposed amendments to SDWP Organizational Bylaws in the form of Amended and Restated Bylaws. He added that the amendments aim to clarify roles and responsibilities within the organization, comply with relevant laws, and address operational considerations.

A summary of the main amendment was presented. Key points of the proposed amendments include referencing the partnership agreement, consortium, and Policy Board in the bylaws to provide clarity on organizational structure and governance.

In addition, the proposed amendments include a reduction in the range of the board size, streamlining the process for board removal due to member absences, incorporation of conflict of interest policies, Brown Act requirements, 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.

M. Montgomery Steppe inquired about the establishment of the Joint Personnel Committee to understand the historical context behind its creation. The request reflects a commitment to thorough examination and understanding of organizational processes to ensure they align with best practices and regulations.

S. Elo-Rivera inquired about the rationale behind requiring the vice chair to be from the business sector. A. de Castro shared that this is to ensure continuity of leadership if the chair is unable to fulfill their duties.

K. Lee inquired about the proposed reduction of the board size. T. Young shared that the WDB aims to improve efficiency and effectiveness in the decision-making process by reducing the size of the board. He highlighted previous issues in securing the quorum needed for WDB meetings.

Item 13 **2024 Policy Board Meetings Calendar**

The board members discussed future meeting frequencies and schedules. It was recommended that SDWP staff initiate the scheduling process with Policy Board members' staffers.

Adjournment: The meeting was adjourned at 2:35 pm for a closed session.

Next Meeting: 3/20/2024

Item #3: JPC Membership Selection

ACTION ITEM – VOTE REQUIRED:

The Joint Personnel Committee (JPC) consists of six (6) members: three members representing the Policy Board and three members representing the Workforce Development Board.

According to the organization's bylaws, the Chair, Vice Chair, and one other Board member appointed by the board shall serve as the three representatives of each Board.

For the Policy Board, since the Chair and Vice Chair have been duly elected, the Board should appoint the third member.

The Workforce Development Board met on March 14th to confirm that their new Chair, Kurling Robinson and Vice-Chair, Ricky Shabazz will serve as two of the three JPC members from WDB side. The WDB also reappointed Carol Kim to continue as the third member, and Efrem Bycer was selected to continue as alternate until the next JPC meeting.

Item #4: WDB Status and Nomination

ACTION ITEM – VOTE REQUIRED:

With the recent resignation of Mathew Martin (EVP, CA/AZ Retail Market Manager at PNC Bank) representing the 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 recommended by the WDB for PB consideration 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 plays 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 helping 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.

Item #5: SDWP Organizational Updates

INFORMATION ITEM - NO ACTION REQUIRED:

CEO Tony Young and staff to provide updates on Emergency Flood Response, upcoming Strategic Plan exercise, and other key operational highlights.

SDWP Flood Response: Regarding EDD Emergency Additional Assistance funding mentioned last month, SDWP has officially launched its flood response program. This includes close interaction with the City, County and FEMA Disaster Recovery Centers as well as individual outreach with local nonprofits that are currently trying to help and can utilize our support. We are also utilizing our Career Center network to spread the word through staff and will continue with digital outreach through our website & social media in the coming week.

Strategic Plan: With support from Irvine Foundation, the RFP for a new Strategic Plan launched on March 11 and is open until April 5th with a goal to identify a consulting firm by the end of April. As part of the effort, we intend to have a broad consultation process with all stakeholders including our Boards, staff and the community in hopes of having a solid strategy at the end that will chart the path for the organization over the next 4 years.

Link: [SDWP Strategic Plan RFP](#)

Organization development:

As part of our ongoing efforts to improve our efficiency and scale our services to the community, we are continuing to make changes with the aim of balancing our structure and bringing forward more front-line staff. As part of this effort more than 15 front line positions (e.g. Career Navigators, Intake and Eligibility Specialists, Program Specialists) are currently under recruitment.

Operational highlights:

The Foundation for California Community Colleges has informed that we have been awarded close to \$500K to help fund our Construction Careers Jumpstart (CCJ) and CyberHire programs. Other updates to also be shared on key activities across departments.